Preliminary Data File:
State Library Agencies (STLA) Survey, FY 1999

U.S. Department of Education
National Center for Education Statistics

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Contents

I.   Introduction

The State Library Agencies (StLA) Survey, conducted annually by the National Center for Education Statistics (NCES), collects descriptive data on state library agencies in the 50 states and the District of Columbia (51 total). The survey is the product of a cooperative effort between the Chief Officers of State Library Agencies (COSLA), the U.S. National Commission on Libraries and Information Science (NCLIS), and NCES. The FY 1999 StLA Survey is the sixth in the series.

The preliminary data file for the State Library Agencies (StLA) Survey, Fiscal Year 1999 makes preliminary, but state-authorized, data available to users until the release of the final file. The preliminary file contains data for all 50 states and the District of Columbia. The user is cautioned to use the file for preliminary purposes only, as the data are not fully edited by NCES, and missing data are not imputed. (Note: The final FY 1999 file will contain imputations for missing data, unlike prior-year files.)

Congressional Authorization

The StLA Survey is conducted in compliance with the NCES mission "to collect, analyze, and disseminate statistics and other information related to education in the United States and in other nations, including … the learning and teaching environment, including data on libraries…" (P.L. 103-382, Title IV, National Education Statistics Act of 1994, Sec 404 (a)).

Background

A state library agency is the official agency of a state that is charged by state law with the extension and development of public library services throughout the state and which has adequate authority under state law to administer state plans in accordance with the provisions of the Library Services and Technology Act (LSTA) (P.L. 104-208). StLAs provide important reference and information services to state government and administer the state library and special operations such as state archives, libraries for the blind and physically handicapped, and the State Center for the Book. The StLA may also function as the state's public library at large, providing service to the general public and state government employees.

Purpose of Survey

The purpose of the StLA Survey is to provide state and federal policymakers, researchers, and other interested users with descriptive information about state library agencies. The data collected are useful to (1) Chief Officers of state library agencies, (2) policy makers in the executive and legislative branches of Federal and state governments, (3) government and library administrators at Federal, state, and local levels, (4) the American Library Association and its members or customers, and (5) library and public policy researchers. The survey collects data on StLA services, collections, staff, income, expenditures, and more. Decision-makers use the data to obtain information about services and fiscal practices.

The StLA Survey collects some data on state library agency services and financial assistance targeted to public, academic, and school libraries, and to library systems. When added to the data collected through the NCES surveys of public, academic, school, and federal libraries, and library cooperatives, these data help complete the national picture of library service.

II.   User's Guide

A.   Survey Methodology

Survey Instrument

The FY 1999 survey was redesigned to collect data over the Internet via a Web-based reporting system (replacing the downloadable software used in past years). The Web survey application includes a user guide explaining the proper use of the Web survey application, the data entry form and instructions, a 'Help' function which links each survey data item to the instructions for the item, and an edit check tool.

Survey Release Date, Editing, and Follow-up

The FY 1999 survey was released on the Web to state library agencies for data entry on December 16, 1999. The survey had a due date of February 15, 2000 and a firm close-out date of March 15, 2000. To reduce response burden, the survey was transmitted with pre-entered prior-year data for items where the data are not expected to change annually—all or some of Parts A through E and N, or about 40 percent of all survey items. The respondent was requested to review the pre-entered data and update any information that had changed. All other data cells were left blank for the respondent to fill in, not update. The respondent was instructed to answer -1 to any numeric item if they could not provide the data. The Web application required a response to all alpha-numeric items, except items that could legitimately be left blank due to skip patterns. The respondent could not "lock" their data file to signify their completion of the survey unless these conditions were met. A zero (0) is a reported response and indicates the StLA had none of the item. Missing data were not imputed on the preliminary file.

An edit check tool was built into the Web application which alerted the respondent to possible errors during and after the data entry process through interactive "error warnings" and error reports. The edit check program enabled the respondent to submit an edited data file to NCES which usually required little or no follow-up for data problems.

The Bureau of the Census was the data processing agent for the StLA Survey, through an interagency agreement with NCES. Census administered the Web survey system, provided technical support, conducted nonresponse follow-up, and produced tabulations of the data. NCES edited the state data submissions. The preliminary data file and draft tables for the E.D. TABS: State Library Agencies, FY 1999 publication will be reviewed for any remaining data quality concerns by the StLA Steering Committee, NCES, and Census. Based on this review, states with questionable data will be contacted to request verification or correction of their data before the final file and tables are produced.

The Web application edit tool performs four types of edit checks on the data:

1. Relational edit checks. This is a data consistency check between related data elements. For example, an error message is generated if the StLA is designated as a Federal depository library but does not indicate the type of federal depository library.

2. Out-of-range edit checks. This is a comparison of data reported for an item to the "acceptable range" of values. For example, an error message is generated if annual Circulation per annual Library Visits is less than 0.5.

3. Arithmetic edit checks. This is an arithmetical accuracy check of a reported total and its parts to the generated total. For example, an error message is generated if Total Operating Expenditures is not equal to the sum of its parts (Total Staff Expenditures, Collection Expenditures, and Other Operating Expenditures).

4. Blank/zero/invalid edit checks. This is a check of reported data against acceptable values. For example, an error message is generated if Book/Serial Volumes is 0 or blank.

Survey Data Items

The FY 1999 survey collected data on 421 items, including governance, public service hours, service outlets, collections, library service transactions and library development transactions, allied operations, staff, income, expenditures, and electronic services and information. Data were also collected on StLA services to public, academic, school, and special libraries, and to library systems. The data items and definitions are provided in the survey facsimile at the end of the data base documentation.

Universe

The state library agencies in the 50 states and the District of Columbia (51 total) comprise the survey universe.

Response Rate

Unit Response. The FY 1999 StLA Survey achieved a 100 percent response rate.

Item Response. Most items had a 100 percent response rate. All other items had a response rate of 98.0 percent (see list below), except library visits which had a response rate of 88.2 percent.

Items with 98.0 percent response rate, by data item number and name:
111 Interlibrary loans received from other
            libraries/document delivery services
113 Reference transactions
116 On-site monitoring visits
136a Librarians with ALA-MLS (Institutional library services)
136b Other professionals (Institutional library services)
136c Other paid staff (Institutional library services)
136d Total staff (Institutional library services)
138a Librarians with ALA-MLS (Literacy program support)
138b Other professionals (Literacy program support)
138c Other paid staff (Literacy program support)
138d Total staff (Literacy program support)
239 Readiness for school
240 Adult literacy
241 Lifelong learning

Reporting Period. The FY 1999 StLA Survey requested data for state fiscal year 1999, except for Part B—Governance and Part J—Staff which requested data as of October 1, 1999. The fiscal year of most states is July 1 to June 30. Exceptions are New York (April 1 to March 31); Texas (September 1 to August 31); and Alabama, the District of Columbia, and Michigan (October 1 to September 30).

Using the Data to Make Comparisons. The preliminary data file is not adjusted for nonresponse, so national totals may be underestimated for some items. State comparisons should be made with caution because states may vary in their fiscal year reporting periods and adherence to survey definitions. The District of Columbia, while not a state, is included in the survey. Caution should be used in comparing District of Columbia data with state data.

B.   Guidelines for Processing the State Library Agencies Survey Data File

Background

The FY 1999 StLA Survey data were collected over the Internet via a Web-based reporting system (replacing the downloadable software used in past years). To reduce response burden, the survey was transmitted with pre-entered prior-year data for items where the data were not expected to change annually—all or some of Parts A through E and N, or about 40 percent all survey items. The respondent was requested to review the pre-entered data and update any information that had changed. All other data cells were left blank for the respondent to fill in, not update. The respondent was instructed to answer -1 to any numeric item if they could not provide the data. The Web application required a response to all alpha-numeric items, except items that could legitimately be left blank due to skip patterns. The respondent could not "lock" their data file to signify their completion of the survey unless these conditions were met. A zero (0) is a reported response and indicates the StLA had none of the item. Missing data were not imputed on the preliminary file.

Processing the Data File
The preliminary file is provided in two formats: Microsoft Access (STLA99.MDB) and ASCII (STLA99.DAT). The record layout is provided in appendix A. The ASCII file consists of one record of fixed length for each STLA.   The Access file is also one record of fixed length for each STLA, but, due to the record length, the file is split into three tables, as follows: StLA99 Part 1 corresponds to survey Parts A to E (see list below); StLA99 Part 2 corresponds to survey parts F to I; and StLA99 Part 3 corresponds to survey parts J to O.

Part A   State Library Agency Identification
Part B   Governance
Part C   Allied Operations, State Resource or Reference/Information Center,
            and State Center for the Book
Part D   Services to Libraries and Systems
Part E   Public Service Hours, Outlets, and User Groups
Part F   Collections
Part G   Library Service Transactions
Part H   Library Development Transactions
Part I   Staff
Part J   Income
Part K   Expenditures
Part L   LSTA Expenditures
Part M   Allied Operations Expenditures
Part N   Electronic Services and Information
Part O   Public Policy Issues

Appendix A—Record Layout of State Library Agencies Survey, FY 1999

Variable name	Survey part	Data item	Data type	Field length	Start position	Description
Part A - State Library Agency Identification						
STLANAME	A	001	AN	63	1	StLA Name
						Physical location address
PHYSADDR	A	002	AN	60	64	Street
PHYSCITY	A	003	AN	17	124	City
PHYS_ST	A	004	AN	02	141	State
PHYSZIP	A	005	AN	05	143	Zip
PHYSZIP4	A	006	AN	04	148	Zip + 4
						Mailing address
MAILADDR	A	007	AN	60	152	Street
MAILCITY	A	008	AN	17	212	City
MAIL_ST	A	009	AN	02	229	State
MAILZIP	A	010a	AN	05	231	Zip
MAILZIP4	A	010b	AN	04	236	Zip + 4
WEBADDR	A	011	AN	50	240	Word Wide Web address
						Chief officer of state library agency
CONAME	A	012	AN	20	290	Name
COTITLE	A	013	AN	20	310	Title
COVOICE	A	014	AN	10	330	Telephone
COFAX	A	015	AN	10	340	Fax
COINET	A	016	AN	50	350	Internet
						Survey respondent
SRNAME	A	017	AN	20	400	Name
SRTITLE	A	018	AN	20	420	Title
SRVOICE	A	019	AN	10	440	Telephone
SRFAX	A	020	AN	10	450	Fax
SRINET	A	021	AN	50	460	Internet
						Reporting period
FYSTART	A	022	AN	10	510	Fiscal year starting date, in following format: month/day/year (e.g., 07/01/1998)
FYEND	A	023	AN	10	520	Fiscal year ending date, in following format: month/day/year (e.g., 06/30/1999)
						(Note: item 024 is reserved for future use.)
Part B - Governance						
						Location in state government as of October 1, 1999, whom the agency reports to, and selection methods
BRANCH	B	025	AN	01	530	Branch of government L – Legislative branch E – Executive branch
INDAGY	B	026	AN	01	531	Independent agency in the Executive branch reporting to: G – Governor B – Board/commission
						Board/commission selection method(s):
APPBYGOV	B	027	AN	01	532	Appointed by governor
APPBYOTH	B	028	AN	01	533	Appointed by other official

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Variable name	Survey part	Data item	Data type	Field length	Start position	Description
LARGERAG	B	029	AN	01	534	Part of larger agency in Executive branch: E – Department of education C – Department of cultural resources S – Department of state O – Other agency
OTHAGSP	B	030	AN	50	535	Other agency, specified
						(Note: items 031 to 039 are reserved for future use.)

Part C - Allied Operations, State Resource or Reference/Information Service Center, and State Center for the Book

Variable name	Survey part	Data item	Data type	Field length	Start position	Description
						Allied operations combined with the StLA (Y - Yes N - No)
STARCHIV	C	040	AN	01	585	State archives
STLEGREF	C	041	AN	01	586	Primary state legislative research organization
STHSTMUS	C	042	AN	01	587	State history museum/art gallery
STRECMNG	C	043	AN	01	588	State records management service
OTHALLOP	C	044	AN	01	589	Other allied operation
OTHALLSP	C	045	AN	50	590	Other allied operation, specified
STLACONT	C	046	AN	01	640	StLA contracts with local public or academic library to serve as state resource or reference/information service center Y - Yes N - No
STLAHOST	C	047	AN	01	641	StLA hosts or provides funding to State Center for the Book Y - Yes N – No

Part D - Services to Libraries and Systems

Variable name	Survey part	Data item	Data type	Field length	Start position	Description
						Services provided directly or by contract by StLA to types of libraries or systems (Y - Yes N - No) Accreditation of libraries
ACCRLIBA	D	048a	AN	01	642	Public
ACCRLIBB	D	048b	AN	01	643	Academic
ACCRLIBC	D	048c	AN	01	644	School
ACCRLIBD	D	048d	AN	01	645	Special
ACCRLIBE	D	048e	AN	01	646	Systems
						Administration of LSTA grants
LSTASVA	D	049a	AN	01	647	Public
LSTASVB	D	049b	AN	01	648	Academic
LSTASVC	D	049c	AN	01	649	School
LSTASVD	D	049d	AN	01	650	Special
LSTASVE	D	049e	AN	01	651	Systems
						Administration of State aid
STAIDSVA	D	050a	AN	01	652	Public
STAIDSVB	D	050b	AN	01	653	Academic
STAIDSVC	D	050c	AN	01	654	School
STAIDSVD	D	050d	AN	01	655	Special
STAIDSVE	D	050e	AN	01	656	Systems

Appendix A—Record Layout of State Library Agencies Survey, FY 1999

Variable name	Survey part	Data item	Data type	Field length	Start position	Description
						Certification of librarians
CERTLIBA	D	051a	AN	01	657	Public
CERTLIBB	D	051b	AN	01	658	Academic
CERTLIBC	D	051c	AN	01	659	School
CERTLIBD	D	051d	AN	01	660	Special
CERTLIBE	D	051e	AN	01	661	Systems
						Collection of library statistics
COLLBSTA	D	052a	AN	01	662	Public
COLLBSTB	D	052b	AN	01	663	Academic
COLLBSTC	D	052c	AN	01	664	School
COLLBSTD	D	052d	AN	01	665	Special
COLLBSTE	D	052e	AN	01	666	Systems
						Consulting services
CNSLTSVA	D	053a	AN	01	667	Public
CNSLTSVB	D	053b	AN	01	668	Academic
CNSLTSVC	D	053c	AN	01	669	School
CNSLTSVD	D	053d	AN	01	670	Special
CNSLTSVE	D	053e	AN	01	671	Systems
						Continuing education programs
CNTEDPRA	D	054a	AN	01	672	Public
CNTEDPRB	D	054b	AN	01	673	Academic
CNTEDPRC	D	054c	AN	01	674	School
CNTEDPRD	D	054d	AN	01	675	Special
CNTEDPRE	D	054e	AN	01	676	Systems
						Cooperative purchasing of library materials
COOPPURA	D	055a	AN	01	677	Public
COOPPURB	D	055b	AN	01	678	Academic
COOPPURC	D	055c	AN	01	679	School
COOPPURD	D	055d	AN	01	680	Special
COOPPURE	D	055e	AN	01	681	Systems
						Interlibrary loan referral services
ILLREFA	D	056a	AN	01	682	Public
ILLREFB	D	056b	AN	01	683	Academic
ILLREFC	D	056c	AN	01	684	School
ILLREFD	D	056d	AN	01	685	Special
ILLREFE	D	056e	AN	01	686	Systems
						Library legislation preparation/review
LIBLEGA	D	057a	AN	01	687	Public
LIBLEGB	D	057b	AN	01	688	Academic
LIBLEGC	D	057c	AN	01	689	School
LIBLEGD	D	057d	AN	01	690	Special
LIBLEGE	D	057e	AN	01	691	Systems
						Library planning/evaluation/research
LIBPLANA	D	058a	AN	01	692	Public
LIBPLANB	D	058b	AN	01	693	Academic
LIBPLANC	D	058c	AN	01	694	School
LIBPLAND	D	058d	AN	01	695	Special
LIBPLANE	D	058e	AN	01	696	Systems

Appendix A—Record Layout of State Library Agencies Survey, FY 1999

Variable name	Survey part	Data item	Data type	Field length	Start position	Description
						Literacy program support
LITPRSVA	D	059a	AN	01	697	Public
LITPRSVB	D	059b	AN	01	698	Academic
LITPRSVC	D	059c	AN	01	699	School
LITPRSVD	D	059d	AN	01	700	Special
LITPRSVE	D	059e	AN	01	701	Systems
						OCLC Group Access Capability (GAC)
OCLCGACA	D	060a	AN	01	702	Public
OCLCGACB	D	060b	AN	01	703	Academic
OCLCGACC	D	060c	AN	01	704	School
OCLCGACD	D	060d	AN	01	705	Special
OCLCGACE	D	060e	AN	01	706	Systems
						Preservation/conservation services
PRESERVA	D	061a	AN	01	707	Public
PRESERVB	D	061b	AN	01	708	Academic
PRESERVC	D	061c	AN	01	709	School
PRESERVD	D	061d	AN	01	710	Special
PRESERVE	D	061e	AN	01	711	Systems
						Reference referral services
REFREFA	D	062a	AN	01	712	Public
REFREFB	D	062b	AN	01	713	Academic
REFREFC	D	062c	AN	01	714	School
REFREFD	D	062d	AN	01	715	Special
REFREFE	D	062e	AN	01	716	Systems
						Retrospective conversion of bibliographic records
RETROCVA	D	063a	AN	01	717	Public
RETROCVB	D	063b	AN	01	718	Academic
RETROCVC	D	063c	AN	01	719	School
RETROCVD	D	063d	AN	01	720	Special
RETROCVE	D	063e	AN	01	721	Systems
						State standards/guidelines
STSTANDA	D	064a	AN	01	722	Public
STSTANDB	D	064b	AN	01	723	Academic
STSTANDC	D	064c	AN	01	724	School
STSTANDD	D	064d	AN	01	725	Special
STSTANDE	D	064e	AN	01	726	Systems
						Statewide public relations/library promotion campaigns
STWIDPRA	D	065a	AN	01	727	Public
STWIDPRB	D	065b	AN	01	728	Academic
STWIDPRC	D	065c	AN	01	729	School
STWIDPRD	D	065d	AN	01	730	Special
STWIDPRE	D	065e	AN	01	731	Systems
						Summer reading program support
SUMREADA	D	066a	AN	01	732	Public
SUMREADB	D	066b	AN	01	733	Academic
SUMREADC	D	066c	AN	01	734	School
SUMREADD	D	066d	AN	01	735	Special
SUMREADE	D	066e	AN	01	736	Systems

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Variable name	Survey part	Data item	Data type	Field length	Start position	Description
						Union list development
UNIONDVA	D	067a	AN	01	737	Public
UNIONDVB	D	067b	AN	01	738	Academic
UNIONDVC	D	067c	AN	01	739	School
UNIONDVD	D	067d	AN	01	740	Special
UNIONDVE	D	067e	AN	01	741	Systems
						Universal service program
UNIVSERA	D	068a	AN	01	742	Public
UNIVSERB	D	068b	AN	01	743	Academic
UNIVSERC	D	068c	AN	01	744	School
UNIVSERD	D	068d	AN	01	745	Special
UNIVSERE	D	068e	AN	01	746	Systems
						(Note: Items 069-076 are reserved for future use.)

Part E - Public Service Hours, Outlets, and User Groups

Variable name	Survey part	Data item	Data type	Field length	Start position	Description
						Total hours open per typical week for all StLA outlets that serve the general public and/or state government employees
TOTHRSWK	E	077	N	04	747	Total hours/week
MON2FRI	E	078	N	04	751	Monday-Friday after 5:00 p.m.
SAT2SUN	E	079	N	04	755	Saturday and Sunday
						(Note: Items 80 and 81 are reserved for future use.)
						Total number of StLA outlets, by type
MAINOUT	E	082	N	04	759	Main or central outlet
OTHEROUT	E	083	N	04	763	Other outlets, exclude bookmobiles
BKMOBILE	E	084	N	04	767	Bookmobiles
TOTALOUT	E	085	N	04	771	Total outlets
						Number of StLA outlets that serve specific user groups, in whole or in part, by type of user group and outlet: Outlets serving Blind/physically handicapped individuals
BPHOUTA	E	086a	N	04	775	Main or central outlet
BPHOUTB	E	086b	N	04	779	Other outlets (excluding bookmobiles)
BPHOUTC	E	086c	N	04	783	Bookmobiles
BPHOUTD	E	086d	N	04	787	Total outlets
						Outlets serving Residents of state correctional institutions
COROUTA	E	087a	N	04	791	Main or central outlet
COROUTB	E	087b	N	04	795	Other outlets (excluding bookmobiles)
COROUTC	E	087c	N	04	799	Bookmobiles
COROUTD	E	087d	N	04	803	Total outlets
						Outlets serving Residents of other state institutions
OTSTOUTA	E	088a	N	04	807	Main or central outlet
OTSTOUTB	E	088b	N	04	811	Other outlets (excluding bookmobiles)
OTSTOUTC	E	088c	N	04	815	Bookmobiles
OTSTOUTD	E	088d	N	04	819	Total outlets
						Outlets serving State government employees (executive, legislative, or judicial)
GVEMOUTA	E	089a	N	04	823	Main or central outlet
GVEMOUTB	E	089b	N	04	827	Other outlets (excluding bookmobiles)
GVEMOUTC	E	089c	N	04	831	Bookmobiles
GVEMOUTD	E	089d	N	04	835	Total outlets

Appendix A—Record Layout of State Library Agencies Survey, FY 1999

Variable name	Survey part	Data item	Data type	Field length	Start position	Description
						Outlets serving General public
GPOUTA	E	090a	N	04	839	Main or central outlet
GPOUTB	E	090b	N	04	843	Other outlets (excluding bookmobiles)
GPOUTC	E	090c	N	04	847	Bookmobiles
GPOUTD	E	090d	N	04	851	Total outlets

Part F - Collections

Variable name	Survey part	Data item	Data type	Field length	Start position	Description
						Total number of volumes or physical units in all StLA outlets that serve the general public and/or state government employees, in selected formats
BKSERVOL	F	091	N	08	855	Book and serial volumes (exclude microforms)
AUDIO	F	092	N	08	863	Audio materials
						(Note: item 093 is reserved for future use.)
VIDEO	F	094	N	08	871	Video materials
SUBSCRIP	F	095	N	08	879	Serial subscriptions (titles, not individual issues) (exclude microforms)
GOVDOC	F	096	N	08	887	Government documents (include only government documents, in all formats, not accessible through the library catalog and not reported elsewhere)
GENCOL	F	097	AN	01	895	StLA maintains a general collection Y - Yes N – No
						(Note: items 098-105 are reserved for future use.)
						StLA depository library designation (Y - Yes N - No)
STDEPLIB	F	106	AN	01	896	State depository library
FDDEPLIB	F	107	AN	01	897	Federal depository library
REGIONAL	F	108	AN	01	898	Regional (federal depository library)
SELECTIV	F	109	AN	01	899	Selective (federal depository library)

Part G - Library Service Transactions

Variable name	Survey part	Data item	Data type	Field length	Start position	Description
						Total annual service transactions in all StLA outlets that serve the general public and/or state government employees, by type of transaction
CIRC	G	110	N	07	900	Circulation
						Interlibrary loan/document delivery:
PROVTO	G	111	N	07	907	Provided to other libraries
RECFROM	G	112	N	07	914	Received from other libraries and document delivery services
REFTRANS	G	113	N	07	921	Reference transactions
LIBVISTS	G	114	N	07	928	Library visits

Part H - Library Development Transactions

Variable name	Survey part	Data item	Data type	Field length	Start position	Description
						Total annual development transactions of the StLA, by type of transaction
						LSTA and State grants
GRANTMON	H	115	N	06	935	Grants monitored
ONSITMON	H	116	N	06	941	On-site monitoring visits
						Continuing education programs
EVENTS	H	117	N	06	947	Number of events
ATEVENTS	H	118	N	06	953	Total attendance

Appendix A—Record Layout of State Library Agencies Survey, FY 1999

Variable name	Survey part	Data item	Data type	Field length	Start position	Description
Part I - Staff						
						Total StLA staff in FTEs (full-time equivalents) on the payroll as of October 1, 1999, by type of service and position. Includes unfilled but budgeted positions. The field length of 7 positions includes 2 decimals, with an explicit decimal point.
						Administration
ADMSERVA	I	119a	N	07	959	Librarians with ALA-MLS
ADMSERVB	I	119b	N	07	966	Other professionals
ADMSERVC	I	119c	N	07	973	Other paid staff
ADMSERVD	I	119d	N	07	980	Total staff
						Library development - Public library
LDPUBA	I	120a	N	07	987	Librarians with ALA-MLS
LDPUBB	I	120b	N	07	994	Other professionals
LDPUBC	I	120c	N	07	1001	Other paid staff
LDPUBD	I	120d	N	07	1008	Total staff
						Library development - School library media center
LDSCHA	I	121a	N	07	1015	Librarians with ALA-MLS
LDSCHB	I	121b	N	07	1022	Other professionals
LDSCHC	I	121c	N	07	1029	Other paid staff
LDSCHD	I	121d	N	07	1036	Total staff
						Library development - Academic library
LDACADA	I	122a	N	07	1043	Librarians with ALA-MLS
LDACADB	I	122b	N	07	1050	Other professionals
LDACADC	I	122c	N	07	1057	Other paid staff
LDACADD	I	122d	N	07	1064	Total staff
						Library development - Special library
LDSPECA	I	123a	N	07	1071	Librarians with ALA-MLS
LDSPECB	I	123b	N	07	1078	Other professionals
LDSPECC	I	123c	N	07	1085	Other paid staff
LDSPECD	I	123d	N	07	1092	Total staff
						Library development - Other library development
LDOTHLBA	I	124a	N	07	1099	Librarians with ALA-MLS
LDOTHLBB	I	124b	N	07	1106	Other professionals
LDOTHLBC	I	124c	N	07	1113	Other paid staff
LDOTHLBD	I	124d	N	07	1120	Total staff
						Library development - Total library development
TOTALLDA	I	125a	N	07	1127	Librarians with ALA-MLS
TOTALLDB	I	125b	N	07	1134	Other professionals
TOTALLDC	I	125c	N	07	1141	Other paid staff
TOTALLDD	I	125d	N	07	1148	Total staff
						Library services - Public services
LSPUBSVA	I	126a	N	07	1155	Librarians with ALA-MLS
LSPUBSVB	I	126b	N	07	1162	Other professionals
LSPUBSVC	I	126c	N	07	1169	Other paid staff
LSPUBSVD	I	126d	N	07	1176	Total staff

Appendix A—Record Layout of State Library Agencies Survey, FY 1999

Variable name	Survey part	Data item	Data type	Field length	Start position	Description
						Library services - Technical services
LSTECSVA	I	127a	N	07	1183	Librarians with ALA-MLS
LSTECSVB	I	127b	N	07	1190	Other professionals
LSTECSVC	I	127c	N	07	1197	Other paid staff
LSTECSVD	I	127d	N	07	1204	Total staff
						Library services - Other library services
LSOTHLSA	I	128a	N	07	1211	Librarians with ALA-MLS
LSOTHLSB	I	128b	N	07	1218	Other professionals
LSOTHLSC	I	128c	N	07	1225	Other paid staff
LSOTHLSD	I	128d	N	07	1232	Total staff
						Library services - Total library services
TOTALLSA	I	129a	N	07	1239	Librarians with ALA-MLS
TOTALLSB	I	129b	N	07	1246	Other professionals
TOTALLSC	I	129c	N	07	1253	Other paid staff
TOTALLSD	I	129d	N	07	1260	Total staff
						Other services
OTHERSVA	I	130a	N	07	1267	Librarians with ALA-MLS
OTHERSVB	I	130b	N	07	1274	Other professionals
OTHERSVC	I	130c	N	07	1281	Other paid staff
OTHERSVD	I	130d	N	07	1288	Total staff
						Total staff
TOTSTAFA	I	131a	N	07	1295	Librarians with ALA-MLS
TOTSTAFB	I	131b	N	07	1302	Other professionals
TOTSTAFC	I	131c	N	07	1309	Other paid staff
TOTSTAFD	I	131d	N	07	1316	Total staff
						Number of StLA staff in FTEs (full-time equivalents) on the payroll as of October 1, 1999, by selected staff specialty and type of position. Includes unfilled but budgeted positions. The field length of 7 positions includes 2 decimals, with an explicit decimal point. Administration of LSTA grants
LSTASEA	I	132a(a)	N	07	1323	Librarians with ALA-MLS
LSTASEB	I	132a(b)	N	07	1330	Other professionals
LSTASEC	I	132a(c)	N	07	1337	Other paid staff
LSTASED	I	132a(d)	N	07	1344	Total staff
						Administration of state aid
STAIDSEA	I	132b(a)	N	07	1351	Librarians with ALA-MLS
STAIDSEB	I	132b(b)	N	07	1358	Other professionals
STAIDSEC	I	132b(c)	N	07	1365	Other paid staff
STAIDSED	I	132b(d)	N	07	1372	Total staff
						Automation/electronic network development
AENDSEA	I	133a	N	07	1379	Librarians with ALA-MLS
AENDSEB	I	133b	N	07	1386	Other professionals
AENDSEC	I	133c	N	07	1393	Other paid staff
AENDSED	I	133d	N	07	1400	Total staff
						Blind and physically handicapped services
BPHSEA	I	134a	N	07	1407	Librarians with ALA-MLS
BPHSEB	I	134b	N	07	1414	Other professionals
BPHSEC	I	134c	N	07	1421	Other paid staff
BPHSED	I	134d	N	07	1428	Total staff

Appendix A—Record Layout of State Library Agencies Survey, FY 1999

Variable name	Survey part	Data item	Data type	Field length	Start position	Description
						Children's/young adult services
CYASEA	I	135a	N	07	1435	Librarians with ALA-MLS
CYASEB	I	135b	N	07	1442	Other professionals
CYASEC	I	135c	N	07	1449	Other paid staff
CYASED	I	135d	N	07	1456	Total staff
						Institutional library services
ILSSEA	I	136a	N	07	1463	Librarians with ALA-MLS
ILSSEB	I	136b	N	07	1470	Other professionals
ILSSEC	I	136c	N	07	1477	Other paid staff
ILSSED	I	136d	N	07	1484	Total staff
						Library statistics
LBSTASEA	I	137a	N	07	1491	Librarians with ALA-MLS
LBSTASEB	I	137b	N	07	1498	Other professionals
LBSTASEC	I	137c	N	07	1505	Other paid staff
LBSTASED	I	137d	N	07	1512	Total staff
						Literacy program support
LITPRSEA	I	138a	N	07	1519	Librarians with ALA-MLS
LITPRSEB	I	138b	N	07	1526	Other professionals
LITPRSEC	I	138c	N	07	1533	Other paid staff
LITPRSED	I	138d	N	07	1540	Total staff
						Marketing/communications
MARKCOMA	I	139a	N	07	1547	Librarians with ALA-MLS
MARKCOMB	I	139b	N	07	1554	Other professionals
MARKCOMC	I	139c	N	07	1561	Other paid staff
MARKCOMD	I	139d	N	07	1568	Total staff
						(Items140a-151b are reserved for future use.)
						Total StLA staff on the payroll as of October 1, 1999, by position, gender, and full-time/part-time status. Excludes unfilled but budgeted positions.
						Total staff - Men (full-time)
TOTMNFTA	I	152a(a)	N	07	1575	Librarians with ALA-MLS
TOTMNFTB	I	152a(b)	N	07	1582	Other professionals
TOTMNFTC	I	152a(c)	N	07	1589	Other paid staff
TOTMNFTD	I	152a(d)	N	07	1596	Total staff
						Total staff - Men (part-time)
TOTMNPTA	I	152b(a)	N	07	1603	Librarians with ALA-MLS
TOTMNPTB	I	152b(b)	N	07	1610	Other professionals
TOTMNPTC	I	152b(c)	N	07	1617	Other paid staff
TOTMNPTD	I	152b(d)	N	07	1624	Total staff
						Total staff - Women (full-time)
TOTWMFTA	I	153a(a)	N	07	1631	Librarians with ALA-MLS
TOTWMFTB	I	153a(b)	N	07	1638	Other professionals
TOTWMFTC	I	153a(c)	N	07	1645	Other paid staff
TOTWMFTD	I	153a(d)	N	07	1652	Total staff

Appendix A—Record Layout of State Library Agencies Survey, FY 1999

Variable name	Survey part	Data item	Data type	Field length	Start position	Description
						Total staff - Women (part-time)
TOTWMPTA	I	153b(a)	N	07	1659	Librarians with ALA-MLS
TOTWMPTB	I	153b(b)	N	07	1666	Other professionals
TOTWMPTC	I	153b(c)	N	07	1673	Other paid staff
TOTWMPTD	I	153b(d)	N	07	1680	Total staff

Part J - Income

Variable name	Survey part	Data item	Data type	Field length	Start position	Description
						Total StLA income, by source and type
						Federal income, by type:
LSTAINC	J	154	N	10	1687	LSTA State Program income
FIOTH	J	155	N	10	1697	Other federal income
FIOTHSP	J	156	AN	80	1707	Other federal income, specified (program and titles)
TOTAL_FI	J	157	N	10	1787	Total federal income
						(Note: Items 158-166 are reserved for future use.)
						State and other income
						State income, by type:
SISTLAOP	J	167	N	10	1797	StLA operation
SIAIDLIB	J	168	N	10	1807	State aid to libraries
SIOTHER	J	169	N	10	1817	Other state income
TOTAL_SI	J	170	N	10	1827	Total state income
OTHINCM	J	171	N	10	1837	Other income
TOTINCM	J	172	N	10	1847	Total income

Part K - Expenditures

Variable name	Survey part	Data item	Data type	Field length	Start position	Description
						Total StLA expenditures, by type and source
						Operating expenditures - Salaries and wages
OEXPSALA	K	173a	N	09	1857	Federal
OEXPSALB	K	173b	N	09	1866	State
OEXPSALC	K	173c	N	09	1875	Other
OEXPSALD	K	173d	N	09	1884	Total
						Operating expenditures - Employee benefits
OEXPBENA	K	174a	N	09	1893	Federal
OEXPBENB	K	174b	N	09	1902	State
OEXPBENC	K	174c	N	09	1911	Other
OEXPBEND	K	174d	N	09	1920	Total
						Operating expenditures - Total staff expenditures
TOTOXSTA	K	175a	N	09	1929	Federal
TOTOXSTB	K	175b	N	09	1938	State
TOTOXSTC	K	175c	N	09	1947	Other
TOTOXSTD	K	175d	N	09	1956	Total
						Operating expenditures - Collection expenditures
OEXPCOLA	K	176a	N	09	1965	Federal
OEXPCOLB	K	176b	N	09	1974	State
OEXPCOLC	K	176c	N	09	1983	Other
OEXPCOLD	K	176d	N	09	1992	Total
						Operating expenditures - Other operating expenditures
OEXPOTHA	K	177a	N	09	2001	Federal
OEXPOTHB	K	177b	N	09	2010	State
OEXPOTHC	K	177c	N	09	2019	Other
OEXPOTHD	K	177d	N	09	2028	Total

Appendix A—Record Layout of State Library Agencies Survey, FY 1999

Variable name	Survey part	Data item	Data type	Field length	Start position	Description
						Operating expenditures - Total operating expenditures
TOTOPEXA	K	178a	N	09	2037	Federal
TOTOPEXB	K	178b	N	09	2046	State
TOTOPEXC	K	178c	N	09	2055	Other
TOTOPEXD	K	178d	N	09	2064	Total
						Financial assistance to libraries expenditures - Individual public libraries
AIDIPLA	K	179a	N	09	2073	Federal
AIDIPLB	K	179b	N	09	2082	State
AIDIPLC	K	179c	N	09	2091	Other
AIDIPLD	K	179d	N	09	2100	Total
						Financial assistance to libraries expenditures – Public library systems
AIDPLSA	K	180a	N	09	2109	Federal
AIDPLSB	K	180b	N	09	2118	State
AIDPLSC	K	180c	N	09	2127	Other
AIDPLSD	K	180d	N	09	2136	Total
						Financial assistance to libraries expenditures – Other individual libraries
AIDOILA	K	181a	N	09	2145	Federal
AIDOILB	K	181b	N	09	2154	State
AIDOILC	K	181c	N	09	2163	Other
AIDOILD	K	181d	N	09	2172	Total
						Financial assistance to libraries expenditures – Multitype library systems
AIDMLSA	K	182a	N	09	2181	Federal
AIDMLSB	K	182b	N	09	2190	State
AIDMLSC	K	182c	N	09	2199	Other
AIDMLSD	K	182d	N	09	2208	Total
						Financial assistance to libraries expenditures – Single agency or library providing statewide service
AIDSALA	K	183a	N	09	2217	Federal
AIDSALB	K	183b	N	09	2226	State
AIDSALC	K	183c	N	09	2235	Other
AIDSALD	K	183d	N	09	2244	Total
						Financial assistance to libraries expenditures – Library construction
AIDLCA	K	184a	N	09	2253	Federal
AIDLCB	K	184b	N	09	2262	State
AIDLCC	K	184c	N	09	2271	Other
AIDLCD	K	184d	N	09	2280	Total
						Financial assistance to libraries expenditures – Other assistance
AIDOTHA	K	185a	N	09	2289	Federal
AIDOTHB	K	185b	N	09	2298	State
AIDOTHC	K	185c	N	09	2307	Other

Appendix A—Record Layout of State Library Agencies Survey, FY 1999

Variable name	Survey part	Data item	Data type	Field length	Start position	Description
AIDOTHD	K	185d	N	09	2316	Total
						Financial assistance to libraries expenditures – Total financial assistance
TOTAIDA	K	186a	N	09	2325	Federal
TOTAIDB	K	186b	N	09	2334	State
TOTAIDC	K	186c	N	09	2343	Other
TOTAIDD	K	186d	N	09	2352	Total
						Capital outlay
CAPITALA	K	187a	N	10	2361	Federal
CAPITALB	K	187b	N	10	2371	State
CAPITALC	K	187c	N	10	2381	Other
CAPITALD	K	187d	N	10	2391	Total
						Other expenditures
OTHEXPA	K	188a	N	10	2401	Federal
OTHEXPB	K	188b	N	10	2411	State
OTHEXPC	K	188c	N	10	2421	Other
OTHEXPD	K	188d	N	10	2431	Total
						Total expenditures
TOTEXPA	K	189a	N	10	2441	Federal
TOTEXPB	K	189b	N	10	2451	State
TOTEXPC	K	189c	N	10	2461	Other
TOTEXPD	K	189d	N	10	2471	Total

Part L – LSTA State Program Expenditures

Variable name	Survey part	Data item	Data type	Field length	Start position	Description
						LSTA State Program expenditures, by type
SWEXPT	L	190	N	09	2481	Statewide services
GREXPT	L	191	N	09	2490	Grants
ADMEXPT	L	192	N	09	2499	LSTA administration
TOTEXPT	L	193	N	09	2508	Total LSTA expenditures
						LSTA State Program expenditures, by use
NETACXU	L	194	N	09	2517	Electronic networking/electronic access
SERDIFXU	L	195	N	09	2526	Services to persons with difficulty using library
SERPOVXU	L	196	N	09	2535	Services to children in poverty
ADMEXPU	L	197	N	09	2544	LSTA administration
TOTEXPU	L	198	N	09	2553	Total LSTA expenditures
						(Note: Items 199-200 reserved for future use.)

Part M - Allied Operations Expenditures

Variable name	Survey part	Data item	Data type	Field length	Start position	Description
						Operating expenditures
ALLOPSTF	M	201	N	08	2562	Total staff expenditures
ALLOPOTH	M	202	N	08	2570	Other operating expenditures
TOTOX_AO	M	203	N	08	2578	Total operating expenditures
ALLOPCAP	M	204	N	08	2586	Capital outlay
TOTEXPAO	M	205	N	08	2594	Total expenditures

Part N - Electronic Services and Information

Variable name	Survey part	Data item	Data type	Field length	Start position	Description
						Electronic networking functions supported by StLA at state level (Y - Yes N - No)
ELECPLAN	N	206	AN	01	2602	Electronic network planning or monitoring
ELECOPER	N	207	AN	01	2603	Electronic network operation

Appendix A—Record Layout of State Library Agencies Survey, FY 1999

Variable name	Survey part	Data item	Data type	Field length	Start position	Description
						Database development
ELECBIBL	N	208	AN	01	2604	Bibliographic databases
ELECTEXT	N	209	AN	01	2605	Full text or data files
						Library access to the Internet supported by StLA (Y - Yes N - No)
NETTRAIN	N	210	AN	01	2606	Training or consultation for participation
NETSUB	N	211	AN	01	2607	Subsidy for participation
NETEQUIP	N	212	AN	01	2608	Providing equipment
NETMOUNT	N	213	AN	01	2609	Providing access to directories, databases, or online catalogs via the Internet
NETGOPH	N	214	AN	01	2610	Managing a gopher/Web site, file servers, bulletin boards, or listservs
FICSP	N	215	AN	03	2611	StLA's fastest Internet speed of connection 56K – KBPS56 (bits per second) T1 – T1 (1.5 million bits per second) T3 – T3 (45 million bits per second) OTH – Other speed
FICSPSP	N	216	AN	10	2614	Other speed specified
						(Note: Items 217 to 219 are reserved for future use.)
						Number of Internet workstations available for public use in all StLA outlets that serve the general public
PUBTERMS	N	220	N	04	2624	General public
						Electronic services provided by StLA (Y - Yes N - No)
INREFREQ	N	221	AN	01	2628	Receives and responds to reference questions via Internet
ACCOLDB	N	222	AN	01	2629	Provides or facilitates access for other libraries to on-line data bases
						StLA expenditures for statewide database licensing, by source
SWDBLICA	N	223a	N	09	2630	Federal
SWDBLICB	N	223b	N	09	2639	State
SWDBLICC	N	223c	N	09	2648	Other
SWDBLICD	N	223d	N	09	2657	Total
						User groups covered by statewide database license expenditures (Y – Yes N – No)
PUBSWDBL	N	224	AN	01	2666	Public libraries
ACSWDBL	N	225	AN	01	2667	Academic libraries
SCHSWDBL	N	226	AN	01	2668	School library media centers
SPCSWDBL	N	227	AN	01	2669	Special libraries
LCSWDBL	N	228	AN	01	2670	Library Cooperatives
OTHSWDBL	N	229	AN	01	2671	Other state agencies
						Access for remote users covered by statewide database license expenditures (Y – Yes N – No)
REMOTEAC	N	230	AN	01	2672	Access for remote users

Appendix A—Record Layout of State Library Agencies Survey, FY 1999

Variable name	Survey part	Data item	Data type	Field length	Start position	Description
						StLA facilitates or subsidizes electronic access to holdings of other libraries in the state via: (Y - Yes N - No)
ACCCDROM	N	231	AN	01	2673	CD-ROM union catalog
ACCOCLC	N	232	AN	01	2674	OCLC participation (GAC, retrospective conversion)
ACCTLNET	N	233	AN	01	2675	Telnet gateway
ACCWBCAT	N	234	AN	01	2676	Web-based union catalog (statewide, multistate, regional)
ACCZGWAY	N	235	AN	01	2677	Z39.50 gateway (regional, multitype)
ACCOTH	N	236	AN	01	2678	Other type of electronic access
OTHACCSP	N	237	AN	80	2679	Other type of electronic access, specified
						E-rate discount program (Y - Yes N - No)
ERATEAPP	N	238	AN	01	2759	StLA is applicant for e-rate discount program

Part O - Public Policy Issues

Variable name	Survey part	Data item	Data type	Field length	Start position	Description
						Grants and contracts expenditures by StLA to assist public libraries in responding to state or national education goals or initiatives in these areas
READSCH	O	239	N	08	2760	Readiness for school
ADLIT	O	240	N	08	2768	Adult literacy
LLLRNG	O	241	N	08	2776	Lifelong learning
POPU_ST	--	--	N	10	2784	Official state total population estimate (from NCES's FY 1998 Public Libraries Survey). The data are the most recent estimate for the state and are obtained from the State Data Center or other official state sources.
PUB_FIPS	--	--	AN	02	2794	FIPS state code. See Appendix B—State Codes.

Appendix B—State Codes

Post Office State Code	State Name	FIPS Code
AL	Alabama	01
AK	Alaska	02
AZ	Arizona	04
AR	Arkansas	05
CA	California	06
CO	Colorado	08
CT	Connecticut	09
DE	Delaware	10
DC	District of Columbia	11
FL	Florida	12
GA	Georgia	13
HI	Hawaii	15
ID	Idaho	16
IL	Illinois	17
IN	Indiana	18
IA	Iowa	19
KS	Kansas	20
KY	Kentucky	21
LA	Louisiana	22
ME	Maine	23
MD	Maryland	24
MA	Massachusetts	25
MI	Michigan	26
MN	Minnesota	27
MS	Mississippi	28
MO	Missouri	29
MT	Montana	30
NE	Nebraska	31
NV	Nevada	32
NH	New Hampshire	33
NJ	New Jersey	34
NM	New Mexico	35
NY	New York	36
NC	North Carolina	37
ND	North Dakota	38
OH	Ohio	39
OK	Oklahoma	40
OR	Oregon	41
PA	Pennsylvania	42
RI	Rhode Island	44
SC	South Carolina	45
SD	South Dakota	46
TN	Tennessee	47
TX	Texas	48
UT	Utah	49
VT	Vermont	50
VA	Virginia	51
WA	Washington	53
WV	West Virginia	54
WI	Wisconsin	55
WY	Wyoming	56

Appendix C—Survey Facsimile (Data Entry Screens and Instructions)

Part A – State Library Agency Identification

001   StLA Name   _____

Physical location address:

002   Street   _____
003   City   _____
004   State ____   005 ZIP _____   006 ZIP+4 _____

Mailing Address:

007   Street   _____
008   City   _____
009   State ____   010a ZIP _____   010b ZIP+4 _____
011   Web address : http://

Chief Officer of State Library Agency:

012   Name _____   013   Title _____
014   Telephone _____   015   Fax _____
016   Internet _____

Survey Respondent

017   Name _____   018   Title _____
019   Telephone _____   020   Fax _____
021   Internet _____

Reporting Period. Report data for State fiscal year 1998-1999 (except parts B&I)

022   FY starting date (mm/dd/yyyy) _____
023   FY ending date (mm/dd/yyyy) _____

Appendix C—Survey Facsimile (Data Entry Screens and Instructions)

Part B – Governance

1. **What is the StLA's location in State government as of October 1, 1999? Specify either the Legislative or Executive branch and the appropriate location within the Executive Branch. If the StLA is located in the Executive branch, specify the appropriate information for you agency under independent agency or part of larger agency.**

Branch of government:

025 __ Legislative branch – Skip to question 2.
  __ Executive branch – Skip information for your StLA, as appropriate:

  Independent agency – Specify to whom the agency reports:

  026 __ Governor – Skip to question 2.
    __ Board/commission – Specify selection method:

    027 __ Appointed by Governor
    028 __ Appointed by other official

  Part of larger agency – Specify:

  029 __ Department of education
    __ Department of cultural resources
    __ Department of state
   __ Other agency
    Specify:
    030 _____

Part C – Allied Operations, State Resource or Reference/Information Service Center, and State Center for the Book

2. **Are any of the following allied operations combined with StLA? Select applicable items. Specify <Y>es or <N>o for each item. Do not report Library for the Blind and Physically Handicapped or State Center for the Book, or a contract with another library or other entity to provide a service on behalf of the StLA.**

  040 __ State archives
  041 __ Primary State legislative research organization
  042 __ State history museum/art gallery
  043 __ State records management service
  044 __ Other allied operation.
    Specify 045 _____

3. **Does the StLA contract with a local public library or academic library to serve as a state resource center or reference/information service center? Specify <Y>es or <N>o.**

  046 __

4. **Does the StLA host or provide any funding to a State Center for the Book? Specify <Y>es or <N>o.**

  047 __

Appendix C—Survey Facsimile (Data Entry Screens and Instructions)

Part D – Services to Libraries and Systems

5. Which of the following services are provided directly or by contract by the StLA to libraries or systems? Specify <Y>es or <N>o for each service, for each type of library and systems.

	Services to libraries and systems	Type of library				
		Public (a)	Academic (b)	School (c)	Special (d)	Systems (e)
048	Accreditation of libraries					
049	Administration of LSTA grants					
050	Administration of State aid					
051	Certification of librarians					
052	Collection of library statistics					
053	Consulting services					
054	Continuing education programs					
055	Cooperative purchasing of library materials					
056	Interlibrary loan referral services					
057	Library legislation preparation/review					
058	Library planning/evaluation/research					
059	Literacy program support					
060	OCLC Group Access Capability (GAC)					
061	Preservation/conservation services					
062	Reference referral services					
063	Retro conversion of bibliog records					
064	State standards/guidelines					
065	Statewide public relations/library promotion campaigns					
066	Summer reading program support					
067	Union list development					
068	Universal Service Program (review and approval of technology plans)					

Appendix C—Survey Facsimile (Data Entry Screens and Instructions)

Part E – Public Service Hours, Outlets, and User Groups

6. Enter the total hours open in a typical week for all StLA outlets (main or central, bookmobiles, and other outlets) that serve the general public and/or state government employees, by the following categories:

077   Total hours / week   _____
078   Monday – Friday after 5:00 p.m.   _____
079   Saturday and Sunday   _____

7. Enter the total number of StLA outlets by type, regardless of whom they serve:

082   Main or central outlet   _____   084   Bookmobiles   _____
083   Other outlets, excluding bookmobiles   _____   085   TOTAL OUTLETS   _____

8. Enter the number of StLA outlets that serve the following user groups, in whole or in part, by type of outlets.

User Groups	Type of outlet			
	Main or Central outlet (a)	Other outlets, excluding book-mobiles (b)	Book-mobiles (c)	TOTAL OUTLETS (d)
086 Blind/physically handicapped individuals				
087 Residents of state correctional institutions				
088 Residents of other state institutions				
089 State government employees (executive, legislative, or judicial)				
090 General public				

Appendix C—Survey Facsimile (Data Entry Screens and Instructions)

Part F – Collections

9. Enter the total number of volumes or physical units in the following selected formats in all StLA outlets (main or central, bookmobiles, and other outlets) that serve the general public and/or state government employees.

	Selected formats	Number
091	Book and serial volumes (exclude microforms)	
092	Audio materials	
094	Video materials	
095	Serial subscriptions (titles, not individual issues) (exclude microforms)	
096	Government documents (include only government documents not accessible through the library catalog and not reported elsewhere)	

10. Does the StLA maintain a general collection? Specify <Y>es or <N>o.

097 __

11. Is the StLA designated as a Federal or State depository library for government documents? Specify <Y>es or <N>o for each item.

106 __   State depository library
107 __   Federal depository library – Specify <Y>es or <N>o for each item:
    108 __   Regional
    109 __   Selective

Part G – Library Service Transactions

12. Enter ANNUAL totals for the following types of service transactions in all StLA outlets (main or central, bookmobiles, and other outlets) that serve the general public and/or state government employees.

	Service transactions	Number
110	Circulation (Exclude items checked out to another library)	
111	Interlibrary loan/document delivery: Provided to other libraries	
112	Received from other libraries and document delivery services	
113	Reference transactions	
114	Library visits	

Appendix C—Survey Facsimile (Data Entry Screens and Instructions)

Part H – Library Development Transactions

13. Enter ANNUAL totals for the following types of library development transactions of the StLA.

	Library development transactions	Number
115	LSTA and State grants: Grants monitored	
116	On-site monitoring visits	
117	Continuing education programs: Number of events	
118	Total attendance at events	

Part I – Staff

14. Enter total StLA staff in FTE's (to 2 decimal places) by position and service on the payroll as of October 1, 1999. Include unfilled but budgeted positions.

	Type of service	Librarians with ALA-MLS (a)	Other profess-ionals (b)	Other paid staff (c)	TOTAL STAFF (d)
119	Administration				
	Library development:				
120	Public library				
121	School library media center				
122	Academic library				
123	Special library				
124	Other library development				
125	TOTAL LIBRARY DEVELOPMENT				
	Library services:				
126	Public services				
127	Technical services				
128	Other library services				
129	TOTAL LIBRARY SERVICES				
130	Other services				
131	TOTAL STAFF				

Appendix C—Survey Facsimile (Data Entry Screens and Instructions)

15. Enter the number of StLA staff in FTE's (to 2 decimal places), by position and selected staff specialty, on the payroll as of October 1, 1999. Include unfilled but budgeted positions.

	Selected staff specialty	Librarians with ALA-MLS (a)	Other profess-ionals (b)	Other paid staff (c)	TOTAL STAFF (d)
132a	Administration of LSTA grants				
132b	Administration of State aid				
133	Automation / electronic network development / telecommunications				
134	Blind and physically handicapped services				
135	Children's/young adult services				
136	Institutional library services				
137	Library statistics				
138	Literacy program support				
139	Marketing/communications				

16. Enter total StLA staff by position, gender, and full-time status, on the payroll as of October 1, 1999. Exclude unfilled but budgeted positions.

	Position, gender, and full-time/part-time status	Librarians with ALA-MLS (a)	Other profess-ionals (b)	Other paid staff (c)	TOTAL STAFF (d)
152a	Men (full-time)				
152b	Men (part-time)				
153a	Women (full-time)				
153b	Women (part-time)				

Appendix C—Survey Facsimile (Data Entry Screens and Instructions)

Part J – Income

17. Enter total StLA income, by source and type of income. Exclude carryover funds. Include income for allied operations only if it is part of StLA budget.

		Federal income	Amount
	154	LSTA (Library Services and Technology Act) State Programs	
	155	Other Federal income:	
	156	Specify program(s) and title(s): _____	
	157	TOTAL FEDERAL INCOME	

		State and other income	Amount
		State Income	
	167	StLA operation	
	168	State aid to libraries	
	169	Other State income	
	170	TOTAL STATE INCOME	
	171	Other income	
	172	TOTAL INCOME	

Appendix C—Survey Facsimile (Data Entry Screens and Instructions)

Part K – Expenditures

18. Enter total StLA expenditures, by source and type of expenditure. Include all LSTA expenditures. Include expenditures for allied operations only if the expenditures are from the StLA budget.

Operating expenditures		Amount by source			
		Federal (a)	State (b)	Other (c)	TOTAL (d)
173	Salaries and wages				
174	Employee benefits				
175	TOTAL STAFF EXPENDITURES				
176	Collection expenditures				
177	Other operating expenditures				
178	TOTAL OPERATING EXPENDITURES				
Financial assistance to libraries and systems					
179	Individual public libraries				
180	Public library systems				
181	Other individual libraries				
182	Multitype library systems				
183	Single agency or library providing statewide service				
184	Library construction				
185	Other assistance				
186	TOTAL FINANCIAL ASSISTANCE				
Other expenditures					
187	Capital outlay				
188	Other expenditures				
189	TOTAL EXPENDITURES				

Appendix C—Survey Facsimile (Data Entry Screens and Instructions)

Part L – LSTA State Program Expenditures

19. Enter total LSTA state program expenditures, by type of expenditure. Report expenditures in one and only one category. These expenditures should also be reported in Part K.

	Type of expenditure	Amount
190	Statewide service (exclude sub-grants to single libraries or agencies providing statewide services)	
191	Grants (include sub-grants to single libraries or agencies providing statewide services)	
192	LSTA administration	
193	TOTAL LSTA EXPENDITURES	

20. Enter total LSTA state program expenditures, by use of expenditures. Report expenditures in one and only one category. These expenditures should also be reported in Part K.

	Use of expenditure	Amount
194	Electronic networking/electronic access	
195	Services to persons having difficulty using a library	
196	Services to children in poverty	
197	LSTA administration (must equal amount reported in 192)	
198	TOTAL LSTA EXPENDITURES (must equal amount reported in 193)	

Part M – Allied Operations Expenditures

21. Enter total expenditures from the StLA budget for the allied operations listed in Part C. These expenditures should also be reported in Part K.

	Operating Expenditures	Amount
201	Total staff expenditures	
202	Other operating expenditures	
203	TOTAL OPERATING EXPENDITURES	
204	Capital outlay	
205	TOTAL EXPENDITURES	

Appendix C—Survey Facsimile (Data Entry Screens and Instructions)

Part N – Electronic Services and Information

22. Does the StLA support any of the following electronic networking functions at the state level? Specify <Y>es or <N>o for each item.

206 __ Electronic network planning or monitoring
207 __ Electronic network operation

Database development – Specify:
208 __ Bibliographic databases
209 __ Full text or data files

23. Does the StLA support library access to the Internet in any of the following ways? Specify <Y>es or <N>o for each item.

210 __ Training or consultation for participation
211 __ Subsidy for participation
212 __ Providing equipment
213 __ Providing access to directories, databases, or online catalogs via the Internet
214 __ Managing a gopher/Web site, file servers, bulletin boards, or listservs

24. What is your StLA's fastest Internet speed of connection? Select one. Specify speed if Other Speed is selected.

215 _____   216 Specify _____

25. Enter the number of Internet workstations available for public use in all StLA outlets that serve the general public.

220 Internet workstations available to general public   _____

26. Does the StLA receive and respond to reference questions through the Internet? Specify <Y>es or >N>o.

221 __

27. Does the StLA, either on its own or in partnership with other agencies in the state, provide or facilitate access for other libraries in the state to on-line databases through subscription, lease, license, consortial membership, or agreement? Specify <Y>es or <N>o.

222 __

28. How much does the StLA expend for statewide database licensing, by source of expenditures? These expenditures should also be reported in Part K.

	Federal (a)	State (b)	Other (c)	TOTAL (d)
223 Statewide database Licensing	_____	_____	_____	_____

29. Which user groups are covered by the statewide database licenses paid for by the funds reported in question 28? Specify <Y>es or <N>o for each item.

224 __ Public libraries
225 __ Academic libraries
226 __ School library media centers
227 __ Special libraries
228 __ Library cooperatives
229 __ Other state agencies

30. Do your statewide database licenses paid for by the funds reported in question 28 cover access for remote users? Specify <Y>es or <N>o.

230 __

31. Does the StLA facilitate or subsidize electronic access to the holdings of other libraries in the state in any of the following ways? Specify <Y>es or <N>o for each item.

231 __ CD-ROM union catalog
232 __ OCLC participation (GAC, retrospective conversion)
233 __ Telnet gateway
234 __ Web-based union catalog (statewide, multistate, regional)
235 __ Z39.50 gateway (regional, multitype)
236 __ Other type of electronic access
237   Specify _____

32. Is the StLA an applicant for the Universal Service (E-rate discount) program? Specify <Y>es or <N>o.

238 __

Part O – Public Policy Issues

33. Enter total grants and contracts expenditures by the StLA to assist public libraries in responding to a state education reform initiative or the National Education Goals in the following areas:

		Amount
239	Readiness for school	
240	Adult literacy	
241	Lifelong learning	

Appendix C—Survey Facsimile (Data Entry Screens and Instructions)

FY 1999 StLA Survey

Instructions

A State Library Agency (StLA) is the official agency of a State charged by law of that State with the extension and development of public library services throughout the State, which has adequate authority under law of the State to administer State plans in accordance with the provisions of the Library Services and Technology Act (LSTA). State Library Agency is abbreviated throughout this survey as StLA.

General Instructions

1. Respond to each item in this survey. Read the definitions and/or instructions for the item before responding to it.

2. Before responding to any items in a question, read the note (if any) following the question in the survey instructions.

3. All data in this survey, INCLUDING federal fiscal data, are to be reported on the basis of State fiscal year 1999, as specified in items 022 and 023. EXCEPTION: Data in Part B and Part I are requested as of October 1, 1999.

4. In responding to items, include data for all outlets of the StLA, unless otherwise directed. EXCLUDE data for a local public or academic library serving as a State resource center or State reference/information service center under contract with the StLA.

5. For data items requiring numerical answers, please respond as follows:

(a) a value greater than 0 if appropriate. If exact data do not exist, and a good estimate can be given, please do so;

(b) 0 (zero) if the answer is zero or none; or

(c) -1 if your StLA has the item but does not collect data on the item, or if you don't know the answer.

Part A.   State Library Agency Identification

001 StLA name. Enter the full official name of the StLA.

Physical Location Address

002-006 Enter the address of the physical location of the StLA. Include the street address, city, State, Zip Code, and Zip + 4.

Mailing Address

007-010b Enter the mailing address of the StLA. Include the street address or post office box, city, State, Zip code, and Zip + 4.

011 Web address. Enter the Web address of the StLA. The Web address is the Uniform Resource Locator (URL) of the World Wide Web home page of the StLA.

Appendix C—Survey Facsimile (Data Entry Screens and Instructions)

Chief Officer of StLA

012-016 Enter the name, title, telephone number, fax number, and Internet address of the chief officer of the StLA. Add ".bitnet" to the end of a Bitnet address to convert it into an Internet address.

Survey Respondent

017-021 Enter the name, title, telephone number, fax number, and Internet address of the respondent to this survey. Add ".bitnet" to the end of a Bitnet address to convert it into an Internet address.

Reporting Period

022-023 Fiscal year starting and ending dates. Enter the starting and ending dates for State fiscal year 1999, which is the period for which data in this report are requested (except Part B and Part I data). Enter the month and day in two digits each, and the year in four digits. For example: June 30, 1999 would be entered as 06/30/1999.

PART B.   Governance

1. Enter <X> as appropriate to specify the StLA's location in State government as of October 1, 1999.

024 This item is reserved for future use.

025 Branch of government. Enter <X> to indicate the branch of government in which the StLA is located.

026-029 Type of executive branch agency. If the StLA is located in the executive branch, specify the appropriate information for your agency under independent agency or part of a larger agency.

030 Specify. If the StLA is part of a larger agency that is not listed in items 028, enter the name of the agency in this item.

031-039 (Note: These items are reserved for future use.)

Part C. Allied Operations, State Resources or Reference-Information Service Center, and State Center for the Book

2. Enter <Y>es or <N>o for each item to indicate whether the StLA is combined with any of the allied operations listed below. Do not report a Library for the Blind and Physically Handicapped, a State Center for the Book, or a contract with another library or other entity to provide a service on behalf of the StLA.

Note: An allied operation is an office, bureau, division, center, or other organizational unit or service within an StLA with staff, mission, and resources to provide service not ordinarily considered a state library agency function. It is characterized by having:

(a) a specific mission, which may be a part of the StLA's overall mission statement;

(b) staff assigned for that mission; that staff usually includes professionals other than librarians (such as historians, archivists, curators, etc.) appropriate to its mission;

(c) a high-level manager or supervisor who reports to the StLA chief officer or to a deputy designated by the chief officer;

(d) financial resources clearly identified and managed for the operation.

Appendix C—Survey Facsimile (Data Entry Screens and Instructions)

Note: Do not report the following as allied operations: a Library for the Blind and Physically Handicapped, a State Center for the Book, a law library, or a contract with another library or other entity to provide a service on behalf of the StLA.

040 State archives. This operation is responsible for preserving and servicing noncurrent official records of State organizations and institutions that are of continuing value (1) to the legal and administrative functioning of State government, (2) for the verification and protection of the rights of individuals, and (3) for historical and other research. It usually includes records of antecedent colonial and territorial governments. Materials are stored, arranged, and described so that needed records can be found readily.

041 Primary State legislative research organization. This operation conducts research and gathers, digests, and analyzes information in a close and confidential relationship with members of the State legislature and their staff.

Note: As an allied service, the organization is distinguished from specialized reference service which a state library agency may provide to government and other users by responding to reference questions from legislative personnel, providing information service, furnishing bibliographic and net search results, and instructing and guiding users in conducting their research. At the federal level, the parallel might be the difference between parts of the Library of Congress: (1) the Congressional Research Service, and (2) various reference services and subject divisions of the Library.

042 State history museum/art gallery. This operation collects, preserves, and displays cultural artifacts and/or works of art related to the State's political, social, economic, and cultural history.

043 State records management service. This operation manages the life cycle of the State's own records and records of local government from creation to disposition. Disposition includes the preservation of certain records as well as the disposal of nonessential records.

044 Other allied operation. If any other operations are allied with the StLA, enter <Y>es for this item.

045 Specify. If any other operations are allied with the StLA, enter the name of the operation in this item.

3. Enter <Y>es or <N>o to indicate whether the StLA contracts with a local public library or academic library to serve as a State resource center or State reference/information service center.

046 State resource center or State reference/information service center. This is an operation outside the StLA, administered by a local public library or academic library, which provides library materials and information services to libraries and individuals throughout the state. It is administratively separate from the StLA but receives grant or contract funds from the StLA for providing services.

4. Enter <Y>es or <N>o to indicate whether the StLA is the host institution for, or provides any funding to, a State Center for the Book.

047 State Center for the Book. The State Center for the Book is part of the Center for the Book program sponsored by the Library of Congress which promotes books, reading, and literacy, and is hosted or funded by the State.

Appendix C—Survey Facsimile (Data Entry Screens and Instructions)

Part D.   Services To Libraries and Systems

5. Indicate which of the specified services are provided directly or by contract by the StLA to different types of libraries or systems. Enter <Y>es or <N>o for each service, for each type of library and systems.

Type of Library

Academic Library. A library forming an integral part of a college, university, or other academic institution for postsecondary education, organized and administered to meet the needs of students, faculty, and affiliated staff of the institution.

Public Library. A library that serves all residents of a given community, district, or region, and (typically) receives its financial support, in whole or part, from public funds.

School Library Media Center. A library that is an integral part of the educational program of an elementary or secondary school with materials and services that meet the curricular, information, and recreational needs of students, teachers, and administrators.

Special Library. A library in a business firm, professional association, government agency, or other organized group; a library that is maintained by a parent organization to serve a specialized clientele; or an independent library that may provide materials or services, or both, to the public, a segment of the public, or to other libraries. Scope of collections and services are limited to the subject interests of the host or parent institution. Includes libraries in State institutions.

System. A system is a group of autonomous libraries joined together by formal or informal agreements to perform various services cooperatively such as resource sharing, communications, etc. Includes multitype library systems and public library systems. Excludes multiple outlets under the same administration.

Services to Libraries and Systems

048 Accreditation of libraries. The StLA may endorse or approve officially libraries which meet criteria specified by the State.

049 Administration of LSTA grants. Includes determining compliance with eligibility criteria and performance standards, overseeing processes through which grant recipients are determined, announcing grant recipients and disbursing funds, monitoring and receiving reports from grant recipients, submitting plans and reports to the Office of Library Services within the Institute of Museum and Library Services, and other activities involved in the management of financial assistance provided by the federal government to libraries under the Library Services and Technology Act.

050 Administration of State aid. Includes determining compliance with eligibility criteria and performance standards, overseeing processes through which grant recipients are determined, announcing grant recipients and disbursing funds, monitoring and receiving reports from grant recipients, and other activities involved in the management of financial assistance provided by the State to libraries.

051 Certification of librarians. The StLA may credential library staff with the rank or title of librarian by attesting officially to their qualifications. These qualifications may include a master's degree from a graduate program accredited by the American Library Association, another level or type of educational attainment, confirmation of participation in continuing education activities, and/or residency in the State for a specified period.

052 Collection of library statistics. Every StLA collects statistics on public libraries and participates in the Federal-State Cooperative System (FSCS) for Public Library Data. Many StLA's collect statistics on

institutional and other special libraries. Some StLA's assist in the collection of academic library statistics for the Integrated Postsecondary Education Data System (IPEDS). A few StLA's collect statistics on school library media centers. These data collections usually involve the design and administration of survey instruments as well as data entry and processing and report design and dissemination.

053 Consulting services. Individual or small-group contacts to help libraries to attain goals and objectives and to deal with specific needs and problems. Consultants provide guidance on problems of concern to local personnel, assistance in identifying problems not clearly recognized, and identification of opportunities for increased or improved performance to specific groups.

054 Continuing education programs. Includes staff development events for library personnel at all levels as well as training events for trustees and other State and local government officials who have authority over or responsibility for libraries.

055 Cooperative purchasing of library materials. Two or more independent libraries of any type engaging in joint activities related to purchasing materials, together with the maintenance of the necessary records of these additions. Also included are joint activities related to the identification and verification of titles, fund accounting, processing payments, and claims.

056 Interlibrary loan referral services. Activities involving bibliographic service centers or utilities, regional systems(federations or cooperatives), consortia, and resource centers, such as identifying libraries believed to own requested materials and/or transmitting interlibrary loan requests in accordance with established protocols or prevailing practices.

057 Library legislation preparation/review. Minimally, addresses the governance and financing of the StLA, public library service, and library service to blind and physically handicapped persons and residents of State institutions. It usually permits the types of public library structures, such as municipal, countywide, regional, federated, cooperative, and contractual agreements. It may also provide mandates for StLA functions, other types of libraries (e.g., academic, school), and multitype cooperation.

058 Library planning/evaluation/research. Activities involved in designing and assessing library programs and services and studying issues facing libraries. Examples: the PLA planning and role-setting process for public libraries, the TELL IT! evaluation process.

059 Literacy program support. Organized efforts to assist individuals with limited language and mathematical skills in developing skills in reading, writing, and computation that enable them to function in society without assistance from others.

060 OCLC Group Access Capability (GAC). Use of the Online Computer Library Center (OCLC) system, originally the Ohio College Library Center, by a group of libraries for resource sharing and interlibrary lending (ILL). Group Access Capability (GAC) related activities may include coordinating group profiling, establishing group policies, coordinating ILL protocols within the group, and referring requests outside of a GAC group.

061 Preservation/conservation services. Specific measures undertaken for the repair, maintenance, restoration, or protection of library materials, including but not limited to binding and rebinding, materials conversion (to microform for example), deacidification, and lamination.

062 Reference referral services. Provision of information about or from groups or organizations. A reference referral transaction involves the provision of information about a group or organization and its activities, services or agencies, and calendar. Such a transaction typically requires the determination of the user's need and the appropriate group or organization to meet the need. Such a transaction may require directing the user to persons or organizations external to the library for an answer to a question.

Appendix C—Survey Facsimile (Data Entry Screens and Instructions)

063 Retrospective conversion of bibliographic records. Retrospective conversion involves changing bibliographic records from one format, usually cards, to machine-readable form in order to produce or make additions to an automated catalog.

064 State standards/guidelines. The StLA may promulgate standards or guidelines that define adequacy, equity, and/or excellence in library service. Standards or guidelines may be quantitative, qualitative, or both. Maintaining standards or following guidelines may be a requirement for receiving State aid and/or LSTA grants.

065 Statewide public relations/library promotion campaigns. A concerted public relations program usually organized around a particular theme or issue, with specific objectives, and using a variety of techniques in concert (e.g., press releases, events, publications, exhibits).

066 Summer reading program support. A particular kind of Statewide public relations and library promotion campaign designed to encourage reading by children between school years. The usual purpose of such programs is to maintain or improve the reading skills of children between school years.

067 Union list development. A union list is a list of titles of works, usually periodicals, in physically separate library collections. Location data indicate libraries in which a given item may be found.

068 Universal Service Program (review and approval of technology plans). The state library agency reviews and approves technology plans for libraries or library systems applying for universal service discounts (also known as E-rate discounts) under the Universal Service Program, established by the Federal Communications Commission (FCC) under the Telecommunications Act of 1996.

069-076 (Note: These items are reserved for future use.)

Part E.   Public Service Hours, Outlets, and User Groups

6. Enter in the spaces provided the total hours open in a typical week for all StLA outlets (main or central, bookmobiles, and other outlets) that serve the general public and/or State government employees, by the specified categories.

Note: Main or central outlet, bookmobiles, and other outlets (excluding bookmobiles) are defined in the instructions to question 7. Report public service hours for all StLA outlets that serve the general public, regardless of whether they are open on a walk-in or referral basis. Exclude data for a local public or academic library serving as a State resource center or State reference/information service center under contract with the StLA. Exclude service hours for outlets that only serve blind and physically handicapped individuals through the National Library Service for the Blind and Physically Handicapped, Library of Congress. Also exclude service hours for outlets that only serve residents of State correctional institutions or residents of other State institutions, unless such outlets are administered and staffed by the StLA. Do not report data for non-StLA outlets, even though the StLA may provide funding or services to such outlets.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days from Sunday through Saturday or whenever the library is usually open.

077 Total hours/week. Sum of hours open during a typical week for all outlets (main or central, bookmobiles, and other outlets).

078 Monday-Friday after 5:00 p.m. Sum of hours open after 5:00 p.m. Monday through Friday during a typical week for all outlets (main or central, bookmobiles, and other outlets).

079 Saturday and Sunday. Sum of hours open on Saturday and Sunday during a typical week for all outlets (main or central, bookmobiles, and other outlets).

080-081 These items are reserved for future use.

7. Enter in the spaces provided the total number of StLA outlets, by type of outlet. Report all StLA outlets regardless of whom they serve.

Note: An StLA outlet has regular hours of service in which StLA staff are present to serve its users. The staff and all service costs are paid by the StLA as part of its regular operation. A loan of books or total collections (whether permanent or short-term) to another agency, library, or school does not constitute an StLA outlet inasmuch as it is not administered and staffed by the StLA.

082 Main or central outlet. A single unit library or the unit where the principal collections are located and handled. Note: An StLA administrative center which is separate from the principal collections and is not open to users should not be included as an outlet.

083 Other outlets (excluding bookmobiles). Units that have all of the following: (1) separate quarters; (2) a permanent basic collection of books and/or other materials; (3) a permanent paid staff; and 4) a regular schedule of hours open to users.

084 Bookmobiles. Trucks or vans specially equipped to carry books and other library materials. They serve as traveling branch libraries. Count vehicles in use, rather than the number of stops each vehicle makes.

085 Total outlets. Sum of items 082-084.

8. Enter in the spaces provided the number of StLA outlets that serve the following user groups, in whole or in part, by type of outlet and user group.

Note: Main or central outlet, bookmobiles, and other outlets (excluding bookmobiles) are defined in the instructions to question 7.

086 Blind and physically handicapped individuals. Outlets serving this user group may contain talking books on discs and tapes and books in Braille made available from the National Library Service for the Blind and Physically Handicapped, Library of Congress. In addition, such outlets may contain large print books for the visually handicapped and captioned films for the deaf. These outlets provide such library materials and library services to blind or physically handicapped residents who have been certified by competent authority as unable to read or to use conventional printed materials as a result of physical limitations.

087 Residents of State correctional institutions. Outlets serving this user group provide books, other library materials, and access to other information resources as well as other library services to residents of prisons, reformatories, and other correctional institutions operated or substantially supported by the State.

088 Residents of other State institutions. Outlets serving this user group provide books, other library materials, and access to other information resources as well as other library services to patients or residents of residential training schools, hospitals, nursing homes, and other general or special institutions operated or substantially supported by the State.

089 State government employees (executive, legislative, or judicial). Outlets serving this user group provide books, other library materials, and access to other information resources as well as other library services to employees of all branches of State government.

090 General public. Report all StLA outlets that serve the general public, regardless of whether they are open on a walk-in or referral basis. Outlets serving this user group function as the State-level equivalent of a

Appendix C—Survey Facsimile (Data Entry Screens and Instructions)

local public library, providing books, other library materials, and electronic access to locally mounted and remote information resources for all State residents.

Part F.   Collections

9. Enter in the spaces provided the total number of volumes or physical units in the specified formats in all StLA outlets (main or central, bookmobiles, and other outlets) that serve the general public and/or State government employees.

Note: Main or central outlet, bookmobiles, and other outlets (excluding bookmobiles) are defined in the instructions to question 7. Report collections for all StLA outlets that serve the general public, regardless of whether they are open on a walk-in or referral basis. Exclude data for a local public or academic library serving as a State resource center or State reference/information service center under contract with the StLA. Exclude collections of braille and talking books owned by the National Library Service for the Blind and Physically Handicapped, Library of Congress. Also exclude collections that are specifically intended to only serve residents of State correctional institutions or residents of other State institutions, unless such outlets are administered and staffed by the StLA.

091 Book and serial volumes (exclude microforms). Books are non-periodical printed publications bound in hard or soft covers, or in loose-leaf format, of at least 49 pages, exclusive of the cover pages; or juvenile non-periodical publications of any length bound in hard or soft covers. Serials are publications issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include periodicals(magazines), newspapers, annuals reports, yearbooks, etc.) memoirs, proceedings, and transactions of societies. Except for the current volume, count unbounded serials as volumes when the library has at least half of the issues in a publisher's volume.

092 Audio materials. These are materials on which sounds (only)are stored (recorded) and that can be reproduced (played back) mechanically or electronically, or both. Included are records, audiocassettes, audio cartridges, audiodiscs, audioreels, talking books, and other sound recordings.

093 (Note: This item is reserved for future use.)

094 Video materials. These are materials on which pictures, sound, or both are recorded. Electronic playback reproduces pictures, sounds, or both using a television receiver or monitor.

095 Serial subscriptions (titles, not individual issues) (exclude microforms). These include subscriptions received, both purchased and gifts. This count does not include the number of individual issues, but rather each serial title. Report the total number of titles subscribed to, including duplicates. Do not report individual issues.

096 Government documents (include only government documents not accessible through the library catalog and not reported elsewhere). For government documents not accessible through the library catalog and not reported on other lines, report the number of volumes or physical units of such materials in all formats. A government document is a publication in any format bearing a government imprint. Includes publications of federal, State, local, and foreign governments and intergovernmental organizations to which governments belong and appoint representatives (e.g., United Nations, Organization of American States).

10. Enter <Y>es or <N>o for this item to indicate whether the StLA maintains a general collection (fiction and/or nonfiction).

097 General collection.

098-105 (These item numbers are reserved for future use.)

11. Enter <Y>es or <N>o for each item (106-109) to indicate whether the StLA is designated as a federal or State depository library for government documents, and whether it is a regional or selective federal depository.

Note: A government document is a publication in any format bearing a government imprint. Includes publications of federal, State, local, and foreign governments and intergovernmental organizations to which governments belong and appoint representatives (e.g., United Nations, Organization of American States).

106 State depository library. A library officially designated as a depository of publications bearing the imprint of the State government.

107 Federal depository library. A library officially designated as a depository of publications bearing the imprint of the federal government. These libraries receive publications issued by the executive, judicial, and the legislative branches at no charge in exchange for providing free public access. Enter <Y>es or <N>o to items 108 and 109 to indicate if the StLA is a regional or selective depository

108 Regional. Regional depositories receive one copy of all materials distributed by the federal government.

109 Selective. Selective depositories receive only those materials they select.

Part G.   Library Service Transactions

12. Enter in the spaces provided ANNUAL totals for the specified types of service transactions for all StLA outlets (main or central, bookmobiles, and other outlets) that serve the general public and/or State government employees.

Note: Main or central outlet, bookmobiles, and other outlets (excluding bookmobiles) are defined in the instructions to question 7. Report library service transactions for all StLA outlets that serve the general public, regardless of whether they are open on a walk-in or referral basis. Exclude data for a local public or academic library serving as a State resource center or State reference/information service center under contract with the StLA.   Exclude service transactions for outlets or outlet service points that only serve blind and physically handicapped individuals through the National Library Service for the Blind and Physically Handicapped, Library of Congress. Also exclude service transactions for outlets that only serve residents of State correctional institutions or other State institutions, unless such outlets are administered and staffed by the StLA.

110 Circulation (Exclude items checked out to another library). These are transactions that involve lending an item from the State Library collection or borrowed from another library for use generally, although not always, outside the library. This activity includes charging materials manually or electronically. Also report each renewal as a circulation transaction. Exclude items checked out to another library.

Interlibrary Loan/Document Delivery

111 Provided to other libraries. These are library materials, or copies of materials, loaned from the StLA collection to another library upon request. Do not include loans or copies of materials from one StLA outlet to another StLA outlet.

112 Received from other libraries and document delivery services. These are library materials, or copies of materials, borrowed by the StLA from another library or obtained by the StLA from a commercial document delivery service. Do not include loans or copies of materials from one StLA outlet to another StLA outlet.

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113 Reference transactions. A reference transaction is an information contact which involves the knowledge, use, recommendations, interpretation or instruction in the use of one or more information sources by a member of the StLA staff. The term includes information and referral service. Information sources include printed and non-printed materials, machine-readable databases (including computer- assisted instruction), catalogs and other records of holdings, and, through communication or referral, other libraries, and institutions and persons both inside and outside the library. When a staff member utilizes information gained from previous use of information sources to answer a question, report as a reference transaction even if the source is not consulted again during the transaction. If necessary, multiply a typical week by 52. Exclude directional transactions. (See definition of typical week in question 6.)

114 Library visits. This is the total number of persons per year entering StLA outlets, including persons attending activities, meetings, and those persons requiring no staff services. If necessary, multiply a typical week by 52. A "typical week" is defined in the instructions to question 6.

Part H.   Library Development Transactions

13. Enter in the spaces provided ANNUAL totals for the specified types of library development transactions of the StLA.

LSTA and State Grants

115 Grants monitored. Report the total annual number of LSTA and State grants monitored by the StLA. Count all grants monitored during the reporting period, regardless of their duration or the year in which they were awarded.

116 On-site monitoring visits. Report the total annual number of visits made to monitor LSTA and State grant sites. Count site visits for all grants administered during the reporting period, regardless of their duration or the year in which they were awarded.

Continuing Education Programs

117 Number of events. Report the total number of continuing education events (workshops, training sessions, etc.) which (1) the StLA sponsored and itself presented and (2) another agency presented with the help of StLA funding and planning support. Do not count events for which the StLA is only a nominal sponsor. Do not count events for an allied operation.

118   Total attendance at events. Report the total annual attendance at continuing education events reported in item 117.

Part I.   Staff

14. Enter in the spaces provided the total number of StLA staff in FTE's (full-time equivalents) (to two decimal places), by type of position and service. Report all staff on the payroll as of October 1, 1999, and unfilled but budgeted positions.

Note: Forty hours per week is the measure of full-time employment for this survey. FTE's (full-time equivalents) of employees in any category may be computed by taking the number of hours worked per week by all employees in that category and dividing it by 40. Report staff based on the StLA organization chart. A given position (e.g., State Data Coordinator) may be part of administration in one agency, library development in another, and library services in another agency. If an employee provides more than one service, allocate the FTE among appropriate categories.

 Type of Position

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(a) Librarians with ALA-MLS. Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.

(b) Other professionals. These are professionals other than ALA-MLS librarians employed by the StLA, such as archivists, accountants, business managers, public relations, and human resources staff.

(c) Other paid staff. This includes all other employees paid from the StLA budget, including plant operations, security, and maintenance staff.

(d) Total staff. Sum of columns (a), (b), and (c) for each item.

Type of Service

119 Administration. Usually includes the chief officer of the StLA and his or her immediate staff. May include officers responsible for the StLA's fiscal affairs; public relations; and planning, evaluation, and research.

Library Development

Note: Usually includes staff responsible for the development of public library services. May include staff responsible for administering State and LSTA grant programs; providing consulting and continuing education services; and promoting resource sharing and other forms of interlibrary cooperation. (See instructions to question 5 for definitions of types of libraries

120 Public library. Staff who provide consulting, continuing education, and other services to public libraries.

121 School library media center. Staff who provide consulting, continuing education, and other services to school library media centers.

122 Academic library. Staff who provide consulting, continuing education, and other services to academic libraries.

123 Special library. Staff who provide consulting, continuing education, and other services to special libraries.

124 Other library development. Includes library development staff not reported in items 120-123.

125 Total library development. Sum of items 120-124.

Library Services

Note: Staff responsible for providing library service from the StLA. Includes public, technical, and other library services.

126 Public services. Includes circulation; reference/adult and children's/ young adult services; government publications; and interlibrary loan.

Circulation staff are those involved in lending items from the StLA collection for use generally (although not always) outside the library. Their activities include charging, renewals books-by-mail, and delivering items directly to the user.

Reference/adult and children's/young adult services staff are those who use, recommend, interpret, or instruct library users in the use of one or more information sources, or provide knowledge of such sources from a member of the StLA staff.

Government publications staff are those responsible for materials published in any format by a government agency (e.g., publications of the federal, State, local, and foreign governments and of inter- governmental organizations to which governments belong and appoint representatives, such as the United Nations and the Organization of American States).

Interlibrary loan staff are those responsible for transactions in which library material, or a copy of the material (including materials sent by telefacsimile or other form of electronic transmission) is made available by one library to another upon request. It includes both lending and borrowing. The libraries involved in interlibrary loan are not under the same administration. Interlibrary loan also includes transactions for materials obtained through the interlibrary loan process that are supplied from non-library sources, such as commercial document delivery services.

127 Technical services. Includes those activities related to the acquisition, organization, and preparation of materials. Included in this category are acquisition services, cataloging services, serials control, binding services, and computer services in support of these functions.

128 Other library services. Includes library services staff not reported in items 126-127.

129 Total library services. Sum of items 126-128.

130 Other services. Includes staff not reported in items 119-129, such as staff in allied operations.

131 Total staff. Sum of items 119, 125, 129, and 130.

15. Enter in the spaces provided the number of StLA staff in FTE's (full-time equivalents) (to two decimal places), by type of position and selected staff specialty. Report specified staff on the payroll as of October 1, 1999, and unfilled but budgeted positions.

Note: See definitions of types of positions and FTE's in instructions to question 14. If an employee serves in more than one specialty, allocate the FTE among appropriate categories.

132a Administration of LSTA grants. Includes determining compliance with eligibility criteria and performance standards, overseeing processes through which recipients of LSTA funds are determined, announcing recipients and disbursing funds, monitoring and receiving reports from recipients, submitting plans and reports to the Office of Library Services within the Institute of Museum and Library Services, and other activities involved in the management of financial assistance provided by the federal government to libraries under the Library Services and Technology Act.

132b Administration of State aid. Includes determining compliance with eligibility criteria and performance standards, overseeing processes through which recipients of State funds are determined, announcing recipients and disbursing funds, monitoring and receiving reports from recipients, and other activities involved in the management of funds provided by the State to libraries.

133 Automation/electronic network development/telecommunications. Includes any activities described in Part N. Also includes consulting, continuing education, and other services that facilitate library automation and network participation. Includes telecommunications planning and development. Includes consulting services related to the review and approval of technology plans for the Universal Service Program (also called the E-rate discount program).

134 Blind and physically handicapped services. Library services to individuals who have been certified by competent authority as unable to read or to use conventional printed materials as a result of physical limitations.

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135 Children's/young adult services. Includes consulting, continuing education, and other services to public libraries that facilitate the establishment and improvement of services to children (i.e., persons age 14 and under) and young adults (as defined by the StLA).

136 Institutional library services. Includes providing books, other library materials, and access to other information resources as well as other library services to residents of prisons, reformatories, and other correctional institutions; patients or residents of residential training schools, hospitals, nursing homes; and other general or special institutions operated or substantially supported by the State.

137 Library statistics. Includes the design and administration of data collection instruments as well as data entry, data processing, and publication and dissemination of library data. Include the State Data Coordinator for the Federal-State Cooperative System (FSCS) for Public Library Data, the Library Representative for the Integrated Postsecondary Education Data System (IPEDS) (if employed by the StLA), and others employed by the StLA who are involved in such efforts (e.g., public library consultant, data entry operator).

138 Literacy program support. Includes consulting, continuing education, and other services to organized efforts to assist individuals with limited language and mathematical skills in developing skills in reading, writing, and computation that enable them to function in society without assistance from others. Include ESL (English As a Second Language) services.

139 Marketing/communications. Includes activities planning and coordinating the implementation of a statewide communications program about programs and services of libraries; publications development; liaison to citizen groups and library partners in enhancing knowledge of library services and encouraging involvement of the public in determining the effectiveness of library services; and public information.

16. Enter in the spaces provided the total number of STLA staff by position, gender, and full-time/part-time status, on the payroll as of October 1, 1999. Exclude unfilled but budgeted positions.

Note: See definitions of types of positions in instructions to question 14.

140-151 (These items are reserved for future use.)

152a-153b Total staff. Total StLA by position, gender, and full-time/part-time status, on the payroll as of October 1, 1999. Exclude unfilled but budgeted positions.

Part J.   Income

17. Enter in the spaces provided total funds received as income by the StLA during the reporting period specified in items 022-023. EXCLUDE carryover. Include income for allied operations only if the income is part of the StLA budget. Note: Exclude carryover when reporting income. Carryover means funds carried forward from the previous year, sometimes called an "opening balance" or "fund balance".

Federal Income

154 LSTA (Library Services and Technology Act) State Programs

Note: Report the funds drawn down from the federal government from the LSTA State Program during state fiscal year 1999. Do not report LSTA National Leadership Grants--report these grants in item 155 (Other Federal income).

155 Other Federal income. If the StLA received other federal income (e.g., National Endowment for the Humanities grants, National Historical Publications and Records Commission grants, LSCA Title II grants,

LSTA National Leadership Grants, etc.), report that income in this item. If your state acts as the fiscal agent for a multi-state grant, report only the funds designated for your state.

156 Specify program(s) and title(s). If other federal income is reported in item 155, specify its source in this item.

157 Total Federal income. Sum of items 154 and 155.

158-166 (These items are reserved for future use.)

State Income

167 StLA operation. Report income received from the State to support operation and services of the StLA. Do not include income received for major capital expenditures, contributions to endowments, or income passed through to another agency, or funds unspent in the previous fiscal year.

168 State aid to libraries. Report income received from the State for distribution to libraries, systems, and agencies. Includes funds derived from State sources (exclusive of Federal funds) and appropriated by a State legislature to a State Library Agency for payment or transfer to an individual library; a group of libraries; or an agency or library, other than the StLA, that provides a Statewide service to libraries or citizens. Exclude State funds used to administer the State Library Agency or to deliver Statewide services to libraries or citizens where the service is administered directly by the StLA; State funds allocated for school library operations when the State Library Agency under the State education agency; and federal funds.

169 Other State income. Report income received from the State for any other purpose, such as interagency transfers.

170 Total State income. Sum of items 167-169.

171 Other income. Include (1) any other income from public sources; (2) income received from private sources, such as foundations, corporations, Friends groups, and individuals; and (3) StLA-generated income, such as fines and fees for services.

 172 Total income. Sum of items 157 +170 +171.

Part K.   Expenditures

18. Enter in the spaces provided total StLA expenditures, by source of funds and type of expenditure. Include all LSTA expenditures. Include expenditures for allied operations only if the expenditures are from the StLA budget.

Operating Expenditures (items 172-178)

Note: These are the current and recurrent costs necessary to the provision of services by the StLA. Include LSTA expenditures for statewide services (item 190) conducted directly by the StLA. Include LSTA expenditures for LSTA administration (item 192). Exclude LSTA expenditures for grants (item 191).

173 Salaries and wages. Salaries and wages for all StLA staff, including plant operation, security and maintenance staff for the reporting year. Include salaries and wages before deductions, but exclude employee benefits.

174 Employee benefits. Benefits outside of salaries and wages paid and accruing to employees, including plant operation, security and maintenance staff, regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts spent by the StLA for direct, paid employee benefits,

including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, worker's compensation, tuition, and housing benefits. Only that part of any employee benefits paid out of the StLA budget should be reported.

175 Total staff expenditures. Sum of items 173-174.

176 Collection expenditures. Includes all expenditures for materials purchased or leased for use by StLA users, including print materials, microforms, machine-readable materials, audiovisual materials, etc.

177 Other operating expenditures. Includes all operating expenditures not reported in items 173-176.

178 Total operating expenditures. Sum of items 175-177.

Financial Assistance to Libraries and Systems (items 179-186)

Note: Include LSTA expenditures for grants (item 191). Exclude LSTA expenditures for statewide services (190) conducted directly by the StLA and LSTA expenditures for LSTA administration (item 192).

179 Individual public libraries. Financial assistance to individual public libraries for services to their population of legal service area. These are libraries that are governed exclusively by a single board or political subdivision. Municipal libraries, county libraries, consolidated multi-county libraries, and library districts are considered individual libraries if there is only one administrative entity. Exclude construction aid.

180 Public library systems. Financial assistance to public library systems for services to their population of legal service area. These are headquarters of regional public library systems, federations, cooperatives, or public libraries serving in a regional capacity which includes grants to headquarters of regional public library systems. Exclude construction aid.

181 Other individual libraries. Financial assistance to other individual libraries for services to their population or constituency. These are libraries other than public libraries and school library media centers. Exclude grants to public libraries and to school library media centers. Report financial assistance to school library media centers in item 185. Exclude construction aid.

182 Multitype library systems. Financial assistance to multitype library systems for services to their population of legal service area. These are headquarters of regional multitype library systems, federations, and cooperatives, or libraries serving multitype libraries within a region. Multitype library systems may serve public, academic, school, and special libraries. Exclude construction aid.

183 Single agency or library providing statewide service. Financial assistance to a single entity (agency, library, library system, etc.) for services offered to all libraries in the state, or all state residents, or a significant portion of all libraries or state residents. Exclude funds administered directly by the StLA to provide such services. Exclude construction aid.

184 Library construction. Do not report data for this item in items 179-183, 185, or 187. Includes construction of new buildings and acquisition, expansion, remodeling, and alteration of existing buildings, and the purchase, lease, and installation of equipment of any such buildings, or any combination of such activities (including architects' fees and the cost of acquisition of land). Equipment includes information and building technologies, video and telecommunications equipment, machinery, utilities, and built-in equipment and any necessary enclosures or structures to house them.

Exclude construction aid expended on the StLA.

185 Other assistance. Expenditures for other assistance to libraries not reported in items 179-184. Exclude construction aid.

186 Total financial assistance to libraries and systems. Sum of items 179-185.

Other expenditures (items 187 and 188)

187 Capital outlay. Funds for the acquisition of or additions to fixed assets such as building sites, new buildings and building additions, new equipment (including major computer installations), initial book stock, furnishings for new or expanded buildings, and new vehicles. Exclude replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude the amount reported for this item from all other items except (189). Include construction aid expended on the StLA. Exclude construction aid expended on other libraries and systems.

Note: State accounting practices shall determine whether a specific item is a capital expense or an operating expense, regardless of the examples in this definition.

188 Other expenditures. These are expenditures not reported in items 173-187. Exclude construction aid.

189 Total expenditures. Sum of items 178 and 186-188.

Part L.   LSTA State Program Expenditures

19. Enter in the spaces provided total LSTA state program expenditures, by type of expenditure. Report expenditures in one and only one category. These expenditures should also be reported in Part K.

190 Statewide services (exclude sub-grants to single libraries or agencies providing statewide services). Funds expended by the StLA to provide services to libraries and individuals throughout the State. Include expenditures for statewide services conducted directly by the StLA. Exclude sub-grants made to single libraries or other outside agencies to provide or assist in providing such services.

Note: These expenditures should also be reported in Part K, under operating expenditures (items 173-178); capital outlay (item 187); or other expenditures (item 188), as appropriate. DO NOT report them as financial assistance to libraries and systems (items 179-186).

191 Grants (include sub-grants to single libraries or agencies providing statewide services). Funds distributed by the StLA to recipients who meet eligibility criteria specified by LSTA and the State. Such funds are usually awarded for purposes specified in successful grant proposals. Such grants may be awarded competitively or on a formula basis. Include sub-grants made to single libraries or other outside agencies to provide or assist in providing statewide services.

Note: These expenditures should also be reported in Part K, under financial assistance to libraries and systems (items 179-186), as appropriate. DO NOT report them as StLA operating expenditures (items 173-178); capital outlay (item 187); or other expenditures (item 188).

192 LSTA administration. Expenditures of LSTA funds for administrative costs in connection with programs and services carried out under this Act.

193 Total LSTA expenditures. Sum of items 190-192.

20. Enter in the spaces provided total LSTA state program expenditures, by use of expenditure. Report expenditures in one and only one category. These expenditures should also be reported in Part K.

Note: LSTA administration expenditures in item 197 must equal LSTA administration expenditures in item 192. And total LSTA expenditures in item 198 must equal total LSTA expenditures in item 193.

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194 Electronic networking/electronic access. Report LSTA expenditures (including expenditures for statewide services and grants) for establishing electronic linkages among or between libraries; electronically linking libraries with educational, social, or information services; assisting libraries in accessing information through electronic networks; encouraging libraries in different areas, and encouraging different types of libraries, to establish consortia and share resources; and paying costs for libraries to acquire or share computer systems and telecommunications technologies.

195 Services to persons having difficulty using a library. Report LSTA expenditures (including expenditures for statewide services and grants) for library and information services to persons having difficulty using a library.

196 Services to children in poverty. Report LSTA expenditures (including expenditures for statewide services and grants) for library and information services to children (from birth through age 17) from families with incomes below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with section 673(2)of the Community Services Block Grant Act (42 U.S.C. 9902(2) applicable to a family of the size involved.

197 LSTA administration (must equal amount reported in 192). Report expenditures of LSTA funds for administrative costs in connection with programs and services carried out under this Act.

Note: LSTA administration expenditures in item 197 must equal LSTA administration expenditures in item 192.

198 Total LSTA expenditures (must equal amount reported in 193). Sum of items 194-197.

Note: Total LSTA expenditures in item 198 must equal total LSTA expenditures in item 193.

199-200 (These items are reserved for future use.)

Part M.   Allied Operations Expenditures

21. Enter in the spaces provided total expenditures from the StLA budget for the allied operations listed in Part C. These expenditures should also be reported in Part K.

Operating Expenditures

201 Total staff expenditures. Report StLA expenditures for salaries and wages and employee benefits for allied operations listed in Part C. Also see instructions for items 173-174 for guidance.

202 Other operating expenditures. Report all operating expenditures for allied operations, if these expenditures are from the StLA budget, that are not reported in item 201.

203 Total operating expenditures. Sum of items 201-202.

204 Capital outlay. Report StLA expenditures for this item for the allied operations listed in Part C. See the description of capital outlay in the instructions for item 187.

205 Total expenditures. Sum of items 203-204.

Part N.   Electronic Services and Information

22. Enter <Y>es or <N>o for each item to indicate whether the StLA supports the specified electronic networking functions at the State level.

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Note: A State-level electronic information network involves the wide-area use of telecommunications to link libraries via micro-computers or terminals to automated library systems. The network may include online public access catalogs and other library applications; locally mounted or online databases (bibliographic, full text, or data); bibliographic utilities; and other information resources. Access to such networks may be via modem (i.e., dial access) or dedicated lines (i.e., hard-wired). Such a network may or may not be connected to the Internet.

206 Electronic network planning or monitoring. Includes drafting Statewide plans, requests for proposals, and contracts and monitoring contracts for network development.

207 Electronic network operation. Includes acquiring, maintaining, or replacing substantial technological equipment necessary to provide access to information in electronic and other formats made possible by new information and communication technologies. May include hosting or sharing a mainframe, minicomputer, or file server, or facilitating reciprocal borrowing agreements and document delivery systems necessary to fully exploit such a network. Such a network may or may not be connected to the Internet.

Database Development

Note: Activities may include creation of new databases or conversion of existing databases into electronic format. Includes bibliographic databases as well as full text or data files.

208 Bibliographic databases. Includes machine-readable catalog records, other electronic indexes, and other databases which contain only references to or condensed surrogates for original materials.

209 Full text or data files. Full text files are files in which the information consists of the content of one or more complete intellectual products initially expressed primarily through the written word. Data files report the content of one or more complete intellectual products expressed primarily with numbers.

23. Enter <Y>es or <N>o for each item to indicate whether the StLA supports library access to the Internet in the specified ways.

Note: The Internet is the global network of networks that, via a standardized addressing system and a common primary command structure, enables individuals and organizations to communicate via electronic mail, to access a host of online databases and other electronic information resources, and to transfer files electronically.

210 Training or consulting for participation. Includes all activities that facilitate Internet awareness and use by actual or potential Internet users whether formal, large group events or assistance to individuals and small groups.

211 Subsidy for participation. Includes any grants of State, federal, and/or other StLA funds to libraries or related organizations that facilitate (1) establishing Internet accounts for library-related individuals or organizations; (2) acquiring computer hardware, software, or peripherals necessary for Internet access; and (3) training or consulting with actual and potential Internet users.

212 Providing equipment. Includes computer hardware, software, and peripherals necessary for Internet access. Critical types of equipment, beyond basic hardware and operating system software, include modems and telecommunications software.

213 Providing access to directories, databases, or online catalogs via the Internet. Includes bibliographic files, locator files, and/or full text databases produced or licensed by the state library agency and available via the Internet. Note: This item focuses on content available via the Internet.

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214 Managing a gopher/Web site, file servers, bulletin boards, or listservs. Includes the development and maintenance of Internet menu systems, operation of equipment that provides Internet access to multiple files, or posting of electronic messages via the Internet. Note: This item focuses on the structure through which content is available via the Internet.

24. What is your StLA's fastest Internet speed of connection? Mark (X) only one of the following:

215 56K (bits per second)
      T1 (1.5 million bits per second)
      T3 (45 million bits per second)
      Other speed

216 Specify. If other speed is marked in item 215, specify the speed in this item.

217-219 (Note: These items are reserved for future use.)

25. Enter in the spaces provided the number of Internet workstations available for public use in all StLA outlets that serve the general public.

Note: Report data only for all StLA outlets that serve the general public. Exclude data for: (a) a local public or academic library serving as a State resource center or State reference/ information service center under contract with the StLA; (b) outlets that only serve blind and physically handicapped individuals through the National Library Service for the Blind and Physically Handicapped, Library of Congress; (c) outlets that only serve residents of State correctional institutions or residents of other State institutions; (d) outlets that only serve state government employees; and (e) non   StLA outlets, even though the StLA may provide funding or services to such outlets.

220 Internet workstations available to general public. Report all workstations that are used for Internet access by the general public in all StLA outlets that serve the general public. Include terminals that are used by both the StLA staff and the public. Exclude terminals that are for StLA staff use only.

26. Enter <Y>es or <N>o to indicate whether the StLA receives and responds to reference questions through the Internet.

221 Reference questions. Include reference questions received through the Internet, including e-mail and Web-based reference forms.

27. Enter <Y>es or <N>o to indicate whether the StLA, either on its own or in partnership with other agencies in the state, provides or facilitates access for other libraries in the state to on-line databases through subscription, lease, license, consortial membership, or agreement.

222 On-line databases. On-line databases include indexing and abstracting, encyclopedias, dictionaries, statistical compilations, etc.

28. Enter in the spaces provided total StLA expenditures for statewide database licensing, by source of expenditure. These expenditures should also be reported in Part K.

223 Statewide database licensing. Statewide contracted rights for access to and use of database(s) by libraries that are parties to a licensing agreement.

Appendix C—Survey Facsimile (Data Entry Screens and Instructions)

29. Enter <Y>es or <N>o for each item to indicate which user groups are covered by the statewide database licenses paid for by the funds reported in question 28.

224 Public Libraries (definition is provided in question 5).

225 Academic Libraries (definition is provided in question 5).

226 School Library Media Centers (definition is provided in question 5).

227 Special Libraries (definition is provided in question 5).

228 Library cooperatives (definition is provided in question 5 under "System").

229 Other state agencies

30. Enter <Y>es or <N>o to indicate whether your statewide database licenses paid for by the funds reported in question 28 cover access for remote users.

230 Remote users. Authorized users having access to and use of licensed database(s) from sites outside of a library building.

31. Enter <Y>es or <N>o to indicate whether the StLA facilitates or subsidizes electronic access to the holdings of other libraries in the state, by the specified categories.

231 CD-ROM union catalog. A CD-ROM union catalog lists the holdings of participating libraries on one or more compact discs. The electronic indexes and bibliographic records can be accessed only by libraries with compatible hardware (computer, CD-ROM drives) and proprietary software.

232 OCLC participation (GAC, retrospective conversion). Use of the Online Computer Library Center (OCLC, Inc.) system by a group of libraries for resource sharing and interlibrary lending (ILL). Group Access Capability (GAC) related activities may include coordinating group profiling, establishing group policies, coordinating ILL protocols within the group, and referring requests outside of a GAC group. Retrospective conversion of bibliographic records involves changing bibliographic records from one format, usually cards, to machine-readable form in order to produce or make additions to an automated catalog.

233 Telnet gateway. A Telnet gateway allows users to log onto the on-line catalogs of other libraries via the Internet. Telnet access is available in text format only.

234 Web-based union catalog (statewide, multistate, regional). A Web-based union catalog makes the aggregated electronic holdings of libraries in a region, a multitype system, or a state available via the World Wide Web. Holdings and indexes for a Web-based union catalog are mounted on a server that is connected to the Internet. Access to the bibliographic information in a Web-based union catalog is available to any user with an Internet connection and a standard Web browser.

235 Z39.50 gateway (regional, multitype). A Z39.50 gateway uses the ANSI/NISO Z39.50 information retrieval protocol to create an Internet based library information and resource sharing network which enables libraries to make their on-line public access catalogs available and enables users to access on-line catalogs with a standard Web browser.

236 Other type of electronic access. If the StLA facilitates or subsidizes a type of electronic access to the holdings of other libraries in the state not covered in items 231 to 235, enter <Y> for this item.

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237 Specify. If the StLA facilitates or subsidizes a type of electronic access to the holdings of other libraries in the state not covered in items 231 to 235, enter the type of electronic access in this item.

32. Enter <Y>es or <N>o to indicate whether the StLA is an applicant for the Universal Service Program (also known as the E-rate discount program).

238 Applicant for Universal Service Program. The Universal Service Program was established by the Federal Communications Commission (FCC) under the Telecommunications Act of 1996. To be considered an applicant, the StLA must have an FCC Form 470 and Form 471 on file with the FCC.

Part O.   Public Policy Issues

33. Enter in the spaces provided the total grants and contracts expenditures by the StLA to assist public libraries in responding to a State education reform initiative or the National Education Goals in the following areas:

239 Readiness for school. One of the six National Education Goals is that "By the year 2000, all children in America will start school ready to learn." Report the sum of all grants and contracts expenditures deemed by the StLA to assist public libraries in responding to this goal.

240 Adult literacy. One of the six National Education Goals is that "By the year 2000, every adult American will be literate and will possess the knowledge and skills necessary to compete in a global economy and exercise the rights and responsibilities of citizenship." Report the sum of all grants and contracts expenditures deemed by the StLA to assist public libraries in responding to this goal in the area of adult literacy.

241 Lifelong learning. One of the six National Education Goals is that "By the year 2000, every adult American will be literate and will possess the knowledge and skills necessary to compete in a global economy and exercise the rights and responsibilities of citizenship." Report the sum of all grants and contracts expenditures deemed by the StLA to assist public libraries in responding to this goal in the area of lifelong learning.